

Alabama State Council on the Arts Hiring Administrative Services Officer

The Administrative Services Officer (ASO) is a newly established position tasked with enhancing the operational efficiency of the Council so the agency may better support Alabama's arts sector.

The ASO will be responsible for:

- Coordinating and completing administrative tasks related to personnel, budgeting, physical spaces, procurement, property, and reporting.
- Interpreting and ensuring compliance with federal, state, and agency policies and procedures, amending existing and developing new internal agency policies and procedures as needed.
- Serving as a liaison between the Council and other state agencies and departments such as the Executive Budget Office, Finance, State Personnel, Office of Information Technology, Property Management, Purchasing, and Risk Management.

Council on the Arts offices are located on the ground floor of the RSA Tower in downtown Montgomery. State employees enjoy robust employment and retirement benefits. Salary range: \$46,442-\$77,892.

Minimum Requirements

- Bachelor's degree from an accredited four-year college or university in any field.
- Two (2) years of administrative experience in budgeting, accounting, purchasing, personnel or management analysis to include one (1) year of supervisory experience.

Supervisory experience shown MUST indicate the number of employees supervised and their job titles.

Supervisory experience means having the power to influence or authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees and is NOT of a merely routine or clerical nature but requires the use of independent judgment.



Alabama Quilt by Tyree McCloud.

For more information about the agency, visit:
www.arts.alabama.gov

Deadline to Apply: August 3, 2022

The Alabama State Council on the Arts is a state agency based in Montgomery serving all of Alabama. The mission of the Alabama State Council on the Arts is to enhance the quality of life and economic vitality for all Alabamians by providing support for the state's diverse and rich artistic resources. The Council was established in 1967, employs seventeen professional staff members, and operates with an annual state appropriation of over five-million dollars plus \$800,000 in federal funds provided by the NEA. Over 350 grants to 225-plus organizations, schools, and individual artists are awarded and administered annually. The Council is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To be considered, applicants must apply here:
<https://personnel.alabama.gov/CurrentJobs> between July 13-August 3 and be certified to a list of qualified candidates available for potential employment.

