

	<b>THE CITY OF KEY WEST Job Description</b>	<b>Part-Time / Temporary</b>	
		<b>Revised</b>	<b>08/2016</b>
<b>POSITION</b>	<b>ADMINISTRATIVE COORDINATOR</b>	<b>MIN. HOURLY WAGE</b>	<b>\$20.00 No Benefits</b>
<b>DEPARTMENT</b>	<b>Planning/AIPP (15-01-515)</b>		
<b>JOB CODE</b>		<b>GRADE</b>	<b>01P</b>

**PHYSICAL LOCATION:**

- 3140 Flagler Avenue, Key West, FL

**REPORTING RESPONSIBILITIES:**

- Reports directly to the City Planner/Designee

**GENERAL FUNCTIONS:**

This is an administrative position responsible for the coordination and management of public art projects within the Arts In Public Places (AIPP) Program and to develop, maintain and improve relations, procedures and materials to ensure the proper functioning of the AIPP program as set forth in the City of Key West's Ordinance and the Arts In Public Places guidelines. Performs a variety of difficult auxiliary tasks which are broader in nature and scope than secretarial requirements and which require the use of independent judgment in making administrative decisions. Works with considerable independence within the scope of established rules and regulations in handling office matters. Responsible for timely coordination of agendas and back-up material packages for meetings, and for noticing and advertising of meetings. The individual may attend and in some cases clerk meetings and provide meeting minutes. Applies knowledge of administrative procedures combined with learned knowledge of the City's policies and code to produce any assigned documents in final form without clerical errors.

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to read, write, speak and understand English in order to communicate with co-workers.
- Able to work a flexible schedule, but no more than (20) hours per week.
- Able to attend evening meetings when necessary.
- Able to use equipment and/or materials as specified in this job description.
- Able to be professional and courteous to the public in all situations and conditions.
- Able to see and hear well enough to perform the duties specified in this job description.
- Must possess and maintain a valid Florida driver's license.

**EQUIPMENT TO BE USED:**

- Thorough knowledge of modern office machines including, but not limited to, personal computer (word processing, spreadsheet, and mainframe systems), calculator, copier, and fax machine.

**ENVIRONMENT:**

- Air conditioned office.
- Outside in all weather conditions when required.

**PHYSICAL REQUIREMENTS:**

- Standing 10%
- Bending 5%
- Reaching 5%
- Walking 20%
- Sitting 55%
- Climbing Stairs 5%

**DUTIES/TASKS/JOBS:**

- Serves as administrative coordinator for Arts In Public Places (AIPP).
- Keeps and monitors the calendars of (AIPP) to ensure that meetings and appointments are coordinated.
- Accurately types reports, routine correspondence and other departmental documents as necessary.
- Sets up, and maintains, all computer, electronic and paper files, so as to ensure the smooth handling of all AIPP business.
- Attends assigned board meetings to ensure an accurate account of minutes is kept.
- Acts as liaison between artists, architects, contractors, developers, city departments and community groups in the process of public art projects.
- Recommends, develops, and disseminates Requests for Proposals and Calls for Artists for public art project opportunities. Conducts selection process for art and artwork by recruiting qualified jurors, scheduling meetings, preparing materials for review, providing orientation for participants and facilitating interviews, discussions and selection.
- Identifies and oversees maintenance needs of the public art collection to include annual assessment of the collection and manages contracts for the repair of artworks.
- Manages artwork donation process (from proposal to installation) and coordinates with user departments and stakeholder groups.
- Recruits program participants and provide education and information through different outlets.
- Manage contracts and monitor compliance of insurance and engineering requirements.
- Responsible for all phases of contracts with artists to include draft, negotiation, execution and administration. Manages project artwork budget and provide updates.
- Develops and maintains paper and electronic files, databases, visual archives, publicity materials and web resources.
- Provides grant writing and fundraising
- Provides information, as needed, to the Art In Public Places Board and in turn implements program recommendations. Provides correspondence with applicants and other program participants.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Must have good English grammar and compositional skills, as well as knowledge of business English and arithmetic.
- Ability to work independently, within scope of existing City and departmental rules.
- Highly organized and detail oriented.

- Ability to multitask and manage schedules and department deadlines.
- Must demonstrate the ability to deal effectively and efficiently with members of the public and other employees.
- Demonstrated effective oral and written communication skills.
- Skill in typing accurately from rough draft or plain copy.
- Thorough knowledge of modern office machines, practices and systems.
- Thorough knowledge and ability to demonstrate skill in Microsoft Word and Excel.
- Ability to understand moderately-complex written regulations and instructions.
- Graduate from an accredited four-year college or university with major course work in a field related to Fine Arts, Arts Administration or Art History.
- Two (2) years' experience in a field related to administrating/coordinating public art projects, gallery management or fine arts management.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I \_\_\_\_\_, have read this job description and hereby agree with the above noted "Acknowledgements", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY  
VETERANS PREFERENCE EMPLOYER  
& A DRUG-FREE WORKPLACE**

**Apply at:**

**City Hall, Office of Human Resources  
3102 Flagler Avenue  
Key West FL 33040  
Office Telephone: (305) 809-3714  
Fax: (305) 809-3719**