

Public Transportation Services Corporation(PTSC)

Non-Represented EMPLOYMENT OPPORTUNITY

Bulletin No: 008413-007

Job Title: MANAGER, CREATIVE SERVICES (ART PROGRAM)

Closing Date: 20-FEB-18

Salary Grade: H1N

Salary Range: \$90,813 - \$113,526 - \$136,219

External/Internal: EXTERNAL

Other Info:

This bulletin is posted to establish or add to a Qualified Candidate Pool(QCP)

Basic Function

Manages and oversees the development and implementation of public art projects and programs associated with improving mobility and quality of life for millions of people in Los Angeles County

Example Of Duties

- Manages and oversees highly visible public art projects and programs
- Participates in planning, developing and implementing departmental workplans, goals, objectives and budgets
- Oversees, evaluates and approves the work of staff and consultants in the development and implementation of public art projects to meet objectives within established timelines
- Develops and updates policies, procedures and guidelines associated with public art, art conservation and design excellence enhancements
- Initiates and writes scopes of work, requests for proposals/qualifications, evaluates proposals and prepares cost estimates
- Interfaces with multiple Metro departments, professional consultants and contractors during all project and program development and implementation stages
- Works closely with Contract Administration to develop, negotiate and execute multiple artist, professional services and contractor agreements
- Manages performance of contractors and consultants including all aspects of regulatory compliance, contract compliance, performance measurement, scheduling, prioritization of work, budget development, monitoring and reporting
- Prepares and presents reports and recommendations to management and outside agencies
- Reviews and provides departmental responses for incorporation of public artwork and design amenities within construction projects during planning, design and construction phases
- Responds to Design Builder/Contractor requests for information, field meetings, fabrication shop drawing and material samples reviews and effects project completion punch lists
- Coordinates with technical staff and outside experts for conservation, repairs and maintenance of hundreds of existing artworks
- Undertakes research and analysis of national/international industry best practices, state of the art innovations, copyright usage, conservation techniques, state and federal artist's rights laws
- Monitors artworks for vandalism, theft and damage, develops artwork condition inventory, assessment database and develops maintenance and repair workplans
- Develops, plans, coordinates and facilitates artists workshops and arts related community outreach meetings
- Develops and prepares public information materials and temporary art projects across a variety of platforms
- Develops tour strategies, participates and provides tours of artworks
- Communicates and implements safety rules, policies and procedures in support of the agency's safety vision and goals; and maintains accountability for the safety performance of all subordinate employees

Requirements For Employment

- Bachelor's Degree in Arts Administration, Fine Arts, Art History, Architecture, Environmental Design, or a closely related field
- 5 years of progressively responsible experience including 2 years' of supervisory experience in developing complex, highly visible public art projects
- Masters degree in related field is desirable

Knowledge:

- Current principles, policies, theories and practices of public art and public art conservation programs both locally and nationally
- Contemporary visual art, art history, architecture, landscape architecture, signage, and urban design and planning

- Art fabrication techniques, materials, processes and vendors
- State and federal art law and copyright issues
- Structure, functioning and protocol of local government, public agencies and community groups
- Public sector contracting, procurement, budgeting and accounting processes
- Transportation design, construction methods, practices and processes
- Personal computer business and design software applications

Abilities:

- Possess high interpersonal skills to interact professionally with various levels of Metro employees, multiple design professionals, contractors, elected officials and the public
- Communicate art and design concepts effectively, verbally and in writing
- Implement a wide variety of public art projects and programs with tight deadlines in a highly multi-tasking environment
- Read architectural construction drawings, specifications and visual design materials
- Exercise critical judgment and creativity in making decisions for the benefit of Metro
- Compile and analyze complex data, statistics and budgets
- Negotiate contract terms
- Prepare comprehensive reports and correspondence and maintain organized and accurate job files
- Supervise, train and provide technical assistance to subordinate staff

Selection Procedure

Applicants who best meet job-related qualifications will be invited to participate in the examination process that may consist of any combination of written, performance, or oral appraisal to further evaluate job-related experience, knowledge, skills and abilities.

Application Procedure

To apply, visit Metro's website at www.metro.net and complete an online Employment Application.

Computers are available to complete online Employment Applications at the following Metro location:

METRO Headquarters, Employment Office
One Gateway Plaza
Los Angeles, CA 90012

Telephone: (213) 922-6217 or persons with hearing or speech impairments can use California Relay Service 711 to contact Metro.

All completed online Employment Applications must be received by 5:00 p.m. on the closing date. (pk)

*Open to the public and all Metro employees

This job bulletin is not to be construed as an exhaustive list of duties, responsibilities, or requirements. Employees may be required to perform other related job duties.

PTSC BENEFITS

Medical/Dental/Vision Plan - Employee has the choice of 3 separate medical plans and 3 dental plans. A separate vision plan is included in each medical plan.

Group Life Insurance - PTSC pays for an amount equal to your annual salary, rounded up to the nearest \$1,000. Minimum amount of life insurance is \$30,000.

Accidental Death & Dismemberment Insurance - PTSC provides \$50,000 coverage for each employee. Additional voluntary coverage in amounts up to \$500,000 is available at favorable premium rates.

Long-Term Disability Insurance - 100% employer paid. Provides employees with a minimum income of 60% of earnings after six months of disability. Buy up or buy down options available.

Holidays - 10 days a year: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day.

Time off with Pay (TOWP) - Compensates employees who are on approved absence from work for reasons such as illness, injury, medical and dental appointments, personal business, vacation, or observance of (a) religious holiday.

<u>Years of Service</u>	<u>Annual Accrual</u>
Hire date - 5 years	20 days
Beginning of 6th - 10th year	25 days
Beginning of 11th - 15th year	30 days
Beginning of 16th + years	35 days

Pension Plan - PTSC retirement plan is the Public Employees' Retirement System (PERS). Vesting is five (5) years. Minimum retirement age is 52, based on the 2% at 62 formula.

Other Benefits: Transportation passes for employees and/or eligible dependents; Medicare; Tuition reimbursement; credit union membership; SDI; Deferred Compensation Plan; 401(K) Thrift plan; EAP; Medical and Dependent Care Flexible Spending Accounts; Flexible work schedules; and Jury Duty Pay.

Supplemental Questions

1. Do you possess a Bachelor's degree or higher from an accredited college or university?
2. Please list your specific experience and duties related to the experience in developing complex, highly visible public art projects.
(Do not refer or rely on a resume or other documentation as we will not review resumes to determine qualifications.)
3. Please list the places and dates of employment where you performed the specific duties required for this position.
4. Please describe your familiarity with construction drawings and specifications and artwork fabrication shop drawings