

July 1, 1999

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**PUBLIC ART PROGRAM ADMINISTRATOR**

**DEFINITION:**

Under direction, to plan and direct the City's Public Art Program; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Develops and implements a City-wide Public Art Master Plan;
- Plans, coordinates and administers all phases of a wide variety of public art projects;
- Develops program policies, objectives, standards and procedures;
- Coordinates with other departments in determining artist involvement and other public art components for capital improvement projects;
- Provides administrative support to a public art advisory committee and the Commission for Arts and Culture;
- Prepares and administers a program budget;
- Oversees the maintenance of the City's art collection;
- Makes presentations before community and professional groups.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Art, Art Administration, Public Administration, or a closely related field; **AND** four years of full-time experience in the administration, development, implementation, or contract funding of a visual arts program.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.