City of Burlington
Vermont

HUMAN RESOURCES DEPARTMENT
City of Burlington

131 Church Street, Burlington, VT 05401

Voice (802) 865-7145
Fax (802) 864-1777
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To: Board of Finance

From: Susan Leonard, Human Resources Director

Date: July 27, 2011

Re: Position Status – Creation of Two Limited Service (one Full Time and one Part Time) Positions for Burlington City Arts; Reclassification, Title Change, and Re-categorization of Photography Program Coordinator Position to Photography Program Director Regular Part Time for City Arts.

I recommend approval for the creation of the following Limited Service positions: Executive/Development Assistant (Full Time 40 Hours) and Arts Sales and Leasing Assistant (Part Time 30 Hours).

As Ms. Kraft indicated in her memo to the Board, these positions are currently budgeted and have existed in City Arts since 2009 as temporary unclassified positions. The request is consistent with the directive of the Institutions and Human Resources Policy Committee of the City Council to ensure employees are appropriately categorized. I understand that Burlington City Arts, Human Resources, and the Institutions and Human Resources Police Committee of the City Council had discussed the timeline of implementing changes to the organizational structure with sensitivity to funding and employment status prior to my arrival (see attached chart).

These positions will be created effective following City Council approval.

> **Executive/Development Assistant**: This position is responsible for administrative support to the Executive Director, Assistant Director and the Development Director of City Arts. I recommend this position be created as a Limited Service Full Time Position Grade 12 (Job Description attached). This position was classified using the Willis Classification System and currently (FY12) would represent a pay range of $34,042 - $40,465.
>
> **Art Sales and Leasing Assistant**: This position is responsible for the artwork in the gallery, establishing or maintaining relationships with clients of City Arts, and maintaining profitability for the Art Sales and Leasing Program. I recommend this position be created as a Limited Service Part Time Position Grade 14 (Job Description attached). This position was classified using the Willis Classification System and currently (FY12) would represent a pay range of $37,896 - $45,090.

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For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

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After a review of the reclassification documents, I also recommend that the **Photography Program Director** position reclassified from a Grade 13 to a Grade 15 and re-categorized from a Limited Service Part Time to a Regular Part Time position. This position has existed since 2004 and has exceeded any reasonable time line for being a Limited Service position. This position is responsible for managing the darkroom facility, Digital Media Lab, equipment and programming at Burlington City Arts (Job Questionnaire and existing Job Description attached). I am also concurring with the request that the title be changed from **Photography Program Coordinator** to **Photography Program Director.**

As Ms. Kraft indicated in her memo to the Board, there have been increased responsibilities for the Photography Program Director including the addition of all Digital Media Lab responsibilities which encompass computer hardware, software, and class instructors. Hence, the City Arts request for re-classification.

I recommend this position be re-categorized to a Regular Part Time (75%) position and reclassified from a Grade 13 to a Grade 15. I recommend the incumbent be placed at Step 1 of Grade 15, $40,208, per Section 5.4 Paragraph c of the Personnel Policy Manual. The pay range for Grade 15 (FY12) is $40,208 - $47,683. This represents an 8.1% increase in compensation.

Current and proposed organizational charts are attached as well as the classification scores for you information.

This request for re-categorization, title change, and reclassification shall be effective following City Council approval.

Thank you for your consideration.

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BCA
BURLINGTONCITYARTS

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EXECUTIVE DIRECTOR

Doreen Kraft

July 20th, 2011

Dear Personnel and Finance Committees and City Council,

We respectfully request the following approvals:

- Reclassification of Photography Program Director
- Classification of Executive/Development Assistant
- Classification of Arts, Sales and Leasing Assistant

Photography Program Director Mary Zompetti Lowe began working for BCA in '04 as a temporary employee. In '09 she became a Limited Service 30 hour employee. Since that time Mary has expanded the Darkroom/Photography Program to include a Digital Lab, requiring a new level of expertise, technical proficiency, multi-tasking and ability to expand programming. She runs a community darkroom program open to all members of the community and partners with area colleges bringing in income that both covers the costs of classes as well as creates additional revenue to cover program management.

Executive/Development Assistant Christina Brooker is a new member of the BCA staff but filled a vacancy left by a former Executive Assistant. This position has existed for 4 years. This position was slated for classification in 2010. Christina does scheduling, assists with accounting, manages membership and assists development with sponsorship.

Art Sales and Leasing Assistant Kate Ashman has been a temporary 30 hour employee since '05. Kate manages the artist database, meets with artists, and works in a fee-for-service program that exhibits art in both public and private settings. Kate picks up artwork, contracts with clients and installs art in client settings.

BCA has been following the recommendations of former HR Director Kristin Lonerwright, who recommended in 2007 a staged approach to bringing BCA temporary employees into Labor Law/City personnel policy compliance.

These recommendations were discussed and accepted by council personnel and finance committees at the time as well as the city administration. It was also understood that BCA's organizational chart of 2006/07 would likely change given our less than two year experience with running a five floor art center and the attendant programs and services. It was also noted that our strategic plan called for staged growth. As a department that raises nearly 80% of our budget we had to build capacity to adequately fundraise for a fully programmed Firehouse Center for the Visual Arts, now called the BCA Center. This approach was approved by the finance and personnel committees as well as the administration at that time.

BCA has budgeted adequate funding to cover these class/reclassifications in the City Council approved FY12 budget.

We thank you for your consideration.

Respectfully,

Doreen Kraft

CITY OF BURLINGTON

Job Information Questionnaire

Class Title	**Photography Program Director**	Name	**Mary Zompetti Lowe**
Work Location	**BCA Center**	Department Name	**City Arts**
Supervisor's Title	**Education Director**	Supervisor's Name	**Melissa Steady**

I. OUTLINE OF DUTIES AND FUNCTIONS

A. List in order of importance the major functions or duties of your job. A couple of descriptive words or a short sentence is enough, as you will later be provided an opportunity to more completely describe each of these parts of your job. This will serve as an outline to assist you in the description of your job. Each of these major duties will be described by you later in the questionnaire.

B. Estimate the approximate percent of your time spent on each of the duties you perform. Keep in minds that some jobs operate in annual cycles, so you might wish to calculate your percentages from an annual basis (e.g., 10% of your work year is allocated to the preparation of the annual budget projections, while 20% is in budget generation and 10% in audit functions, etc.). If your job has a daily routine which does not change significantly, calculate the percentage on a daily basis (e.g., 25% of you day involves typing correspondence, 10% filing, etc.).

TIME %		DUTY OR FUNCTION (in order of importance)
		*****Duties below are of equal importance in directing the program***
20%	1	**Administrative duties – securing rentals and contracted classes, planning and developing curriculum, hiring/training paid instructors, hiring/training studio monitors (volunteers)**
25%	2	**Working with constituents – answering in-person, phone and email inquiries, assisting members and students with facility needs, scheduling individual and group rentals**
40%	3	**All management aspects of the Digital Media Lab and Community Darkroom**
10%	4	**Managing the program's budget, creating usage and financial reports, and attending planning meetings**
5%	5	**Marketing the program - curating, installing and managing a biannual photography open house exhibition, updating the program's blog, updating social networking sites**
	6	
	7	

II. DETAIL OF DUTIES AND FUNCTION

For each of the duties or functions listed in your outline, expand on *how you perform it.*

Use examples to help in understanding the duty or function. If there are *procedures* or *steps* used in perform each function, describe the steps. Or describe the *process.*

1. Administrative Duties: I work with public schools and colleges to provide contracted classes and studio access. I screen, interview and hire all photography and design instructors. I screen, interview and hire all studio monitors. I develop a cohesive photography and design curriculum

and work with instructors to implement. I work engage in professional development opportunities to gain additional and current knowledge in the photography and design field.

2. I am the sole point person for all students and studio users within the Community Darkroom and Digital Media Lab. I answer in-person, phone and email inquires for these constituents as well as inquires from the public throughout the day and over the weekends.

3. I am the sole facility manager of both the Community Darkroom and Digital Media Lab. I maintain specialized darkroom and computer equipment and provide technical support to users and teachers.

4. I manage the Photography and Design Program's budget with $42,000 in projected income and $40,000 of projected expense. I update budget projections, create reports, and attend strategic planning meetings.

5. I install 2 exhibitions of photography in the Lower Level of the BCA Center and host an Open House event for the public to promote and market the program. I also maintain a blog for the program and update via social networking sites.

III. DOLLAR AMOUNTS

Please identify any dollar amounts you directly or indirectly influence or control.

	Annual Dollar Amounts	What Is It?	What is Your Responsibility
1	**$12,000**	**Income – Studio Rentals**	**Securing contracted classes with local colleges and public/private schools, maintaining darkroom membership, maintaining digital lab membership**
2	**$30,000**	**Income – Photography and Design Classes**	**Planning and implementing adult and children's photography and design classes, assisting the marketing department with promoting classes**
3	**$28,000**	**Expenses – Teaching Artists**	**Hiring and supervising photography and design instructors, submitting payroll documentation**
4	**$1000**	**Expenses – Other Professional Services**	**Hiring and working with contractors to assist with the digital media lab**
5	**$11,000**	**Expenses – Art Supplies**	**Purchasing equipment and supplies for the darkroom and the digital media lab**
6	**$200**	**Expense – Printing**	**Printing jobs as needed**
7	**$300**	**Expense – Entertainment**	**Purchasing and implementing supplies/food for programmatic events**

IV. SUPERVISION

Do you supervise other employees? _x__ Yes ____ No

If Yes, please answer the following:

a. How many employees report directly to you?

____ Full-time _____ Part-time ___**10**__Seasonal

b: How many employees report to you through others?

_____ Full-time ____ Part-time ____Seasonal

c. Annual payroll (not including benefits) of all employees you lead or oversee? **$28,000**

d. Complete the organization chart on the following page. If you already have a department organization chart with the request information, attach it to the questionnaire. **See Attached.**

V. SUBORDINATE SUMMARIES

Answer this question if you supervise others. If not, continue to Question VI.

Provide a one-paragraph summary of the duties of each of your subordinates. Indicate the number of employees each subordinate supervises. Use additional pages if more space is necessary.

a. Title: **Teaching Artist**
Teaching adult and children's photography and design classes and camps for the Photography and Design Program at Burlington City Arts

VI. MENTAL EFFORT

Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Give examples.

This position involves a great deal of multitasking and a diverse skill set, given the wide range of responsibility within the duties required. Managing equipment within a limited supply budget, planning viable classes and curriculum within both the photography and graphic design areas for a wide range of ages, assisting members both in the darkroom, and staying well-versed in changing computer technology in the digital media lab as well as staying current with contemporary photographic trends, all while managing the administrative side of the position are common daily challenges. Please see the section below for more details.

VII. WORK SITUATION

Describe some of the features of your work environment, department or unit which would help us better understand the size and complexity of your job.

I solely manage a Digital Media lab with 8 Macintosh workstations including professional printing and scanning equipment and a server. I provide all daily technical support and maintenance for the facility in addition to contracting annual support. I also solely manage a traditional darkroom with 6 enlarger stations and a film processing room. I am solely responsible for all equipment running smoothly on a daily basis. I also am solely responsible for chemical ordering and safety in the darkroom and software and hardware updates in the digital media lab. I also manage 2 classroom spaces adjacent to these studio spaces and manage scheduling and use.

In addition to these physical management requirements, I have a host of administrative responsibilities. I plan all photography and graphic design classes for BCA for a wide range of skill levels and abilities for kids through adults. I hire all instructors in these areas, and work with them individually to train and plan curriculum. In addition to 10 instructors, I also manage and supervise 5 studio monitors who assist with the physical management of the studio and assist with supervising open studio hours. I manage a yearly budget of approximately $42,000 and manage all contracted class arrangements and deposits. I am also responsible for assisting the marketing department and registration with class registration and website maintenance, and I maintain a blog with additional information about the program. I also plan a biannual Open House to market the program for which I curate and hang work in our classroom spaces and plan and manage a public event.

Finally, during the work day I am also available to answer the individual questions of studio renters, students, teachers as well as public inquiries, and I am also available to these constituents via email when I am not in the office.

VIII. SPECIALIZED SKILLS AND EQUIPMENT

a.

Equipment Operated	Proficiency Level	Hours per day
Digital Media Lab equipment – Macintosh computers, scanners, and a server	**High**	**varies**
Darkroom Equipment – enlargers, drying machines, heat press	**High**	**varies**

b. Skills — Hours per day

Use of equipment, training others on use, answering questions, providing tech support, repairing issues as needed.

c. Qualifications

Degree in Studio Art with a concentration in photography, over 10 years of experience in teaching and facilities, professional artist

IX. KEY PERSONAL CONTACTS

Excluding your supervisor, give a few typical examples of your principal contacts and the purpose of each.

Contact	Purpose	Frequency
Studio Members and Students	**Assistance with the facility, answering questions**	**Daily**
Photography/Design Instructors	**Class planning, discussion**	**Daily**
Public inquires	**Field inquiries about the program and classes**	**Daily**
Contracted School Contacts	**Maintaining relationships with public schools and colleges for facility rental**	**Varies (regularly)**
Studio Monitors	**Scheduling coverage of the studios and facility needs**	**Daily**

X. WORKING CONDITIONS

a. Lifting. **Boxes and jugs of chemicals**
Computer equipment

b. Working positions **Sitting at a desk**

	Standing/moving in the darkroom and digital media lab
c. Physical Hazards.	**Chemical safety and disposal**
d. Environmental conditions.	**Office, ventilated darkroom facility, digital media lab**
e. Mental stress:	**Managing multiple tasks**
f. Unusual working periods.	**Evenings and weekends**

XI. ADDITIONAL INFORMATION

Incumbent Signature

4/4/11
Date

SUPERVISOR'S SECTION

Carefully review the completed questionnaire, but do not alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

2. What do you consider the most important qualifications of an employee in this job (not necessarily the qualifications of the present employee) and why?

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate. Pay particular attention to the respsonses of all your subordinates to see that as a group the questionnaires provide an accurate description of your department or work unit.

_____ _____

Signature Date

IMPORTANT: Significant difference of opinion noted by the supervisor should be reviewed with the employee.

City of Burlington
Job Description

Position Title: Photography Program Coordinator

Department: Burlington City Arts

Reports to: Education Director

Pay Grade: 13(Limited Service position) **Job Code:** 1128

Exempt/Non-Exempt: Non Exempt **Union:** Non-Union

General Purpose:
This position is responsible for managing the darkroom facility ,equipment and programming at Burlington City Arts.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Manage the darkroom facility by scheduling use for members, classes and groups and scheduling volunteers to help manage open darkroom hours.
- Maintain equipment/chemicals in the darkroom and purchase supplies for the darkroom.
- Assist members and students with questions related to darkroom including but not limited to printing, photography, exhibition preparation etc.
- Plan photography catalog and contracted class offerings and curriculum in collaboration with instructors.
- Assist marketing department in promoting classes.
- Create short and long range plans and goals for the program.
- Plan and manage program budget and track program incomes and expenses.
- Curate and install photography exhibitions; including selecting artists, choosing work, hanging work, planning reception, assisting with promotions, and processing sales.
- Create training and teaching opportunities for new and experienced instructors.
- Assist instructors with class planning, and administer evaluations for instructors.

Non-Essential Job Functions:
- Performs other duties as required.

Qualifications/Basic Job Requirements:
- A High School diploma or equivalent and a minimum of one year's experience managing a darkroom.
- Bachelor's degree preferred.

- Ability to professionally represent the City of Burlington and the City Arts Department in all dealings with artists, members of the general public, local officials, City Arts Board members, etc.
- Ability to complete installation of exhibited artwork, including, but not limited to lifting, use of a ladder, and use of a drill, other power and manual tools, etc.
- Familiarity working in a Windows-type OS, including knowledge of spreadsheet and word processing software preferred.
- Knowledge of art world and contemporary artists with a regional emphasis
- Strong organization and communication skills required.
- Ability to work evenings, weekends and holidays as required.
- Ability to multi-task and work in a fast paced, pressurized environment.
- Strong interpersonal skills required.

Physical & Mental/Reasoning Requirements; Work Environment:
These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

_x_ seeing	_x_ ability to move distances within and between warehouses/offices	_x_ lifting (specify) 20__ pounds
_x_ color perception (red, green, amber)	_x_ climbing	_x_ carrying (specify) 20__ pounds
_x_ hearing/listening	__ ability to mount and dismount forklift/truck	_x_ driving (local/over the road)
_x_ clear speech	_ pushing/pulling	
_x_ touching		
_x_ dexterity		
_x_ hand		
_x_ finger		
__ reading - basic	__ math skills - basic	_x_ analysis/comprehension
_x_ reading – complex	_x_ math skills - complex	_x_ judgment/decision making
__ writing - basic	_x_ clerical	
_x_ writing - complex		
__ shift work	__ outside	__ pressurized equipment
_x_ works alone	x__ extreme heat	x__ moving objects
_x_ works with others	x__ extreme cold	x__ high places
_x_ verbal contact w/others	__ noise	x__ fumes/odors
_x_ face-to-face contact	x__ mechanical equipment	x__ hazardous materials
_x_ inside	x__ electrical equipment	__ dirt/dust

Supervision:

Directly Supervises: ____ Indirectly Supervises: _____

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an

exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created Dec 2008

City of Burlington
Job Description

Position Title: Art Sales and Leasing Assistant

Department: Burlington City Arts

Reports to: Arts Sales & Leasing Program Coordinator

Pay Grade: 14 (Limited Service Part Time) **Job Code:**

Exempt/Non-Exempt: **Union:** Non-Union

DRAFT

General Purpose:
This position is responsible for providing assistance to the Arts Sales and Leasing program by curating / coordinating exhibitions for leasing clients.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Work with Arts Sales & Leasing Coordinator and clients to select works for exhibitions on an ongoing rotating basis for various sites in and around the Burlington area.
- Assist with planning and coordinating each exhibition based on client needs.
- Transport artwork to and from exhibition/leasing venues for leasing clients. Responsible for professional handling and storage of art.
- Manage growing database of over 200 artists from Vermont and beyond, including updating artist files, images, artist info etc.
- Maintain relationships and correspondence with artists and clients.
- Visit studios to see new work, select work for exhibitions.
- Compile paperwork related to installations, including insurance, price lists, labels, artist statements etc.
- Assist with intern supervision and special projects.
- Assist with planning and coordinating for special events, including arts festivals, fine art auctions, and other yearly fundraising events as required.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- A Bachelors degree in studio art, art history, or related field required
- One year of experience handling art in a museum or gallery required.
- Ability to professionally represent the City of Burlington and the City Arts Department in all dealings with artists, members of the general public, local officials, City Arts Board members, etc.
- Ability to complete installation of exhibited artwork, including, but not limited to lifting, use of a ladder, and use of a drill, other power and manual tools, etc.
- Ability to work effectively with a wide variety of clients, public and vendors.
- Familiarity working in a Windows-type OS, including knowledge of spreadsheet and word processing software preferred.
- Ability to multi-task and work in a fast paced, pressurized environment.
- Knowledge of art world and contemporary artists with a regional emphasis
- Strong communication skills, both oral and written, required.
- Ability to work evenings, weekends and holidays as required.
- Ability to multi-task and work in a fast paced, pressurized environment.
- Strong interpersonal skills required.

Physical & Mental/Reasoning Requirements; Work Environment:
These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

_x_ seeing
_x_ color perception (red, green, amber)
_x_ hearing/listening
_x_ clear speech
_x_ touching
_x_ dexterity
_x_ hand
_x_ finger

_x_ ability to move distances within and between warehouses/offices
_x_ climbing
__ ability to mount and dismount forklift/truck
_ pushing/pulling

_x_ lifting (specify) 50__ pounds
_x_ carrying (specify) 50__ pounds
_x_ driving (local/over the road)

__ reading - basic
_x_ reading – complex
__ writing - basic
_x_ writing - complex

__ math skills - basic
_x_ math skills - complex
_x_ clerical

_x_ analysis/comprehension
_x_ judgment/decision making

__ shift work
_x_ works alone
_x_ works with others
_x_ verbal contact w/others
_x_ face-to-face contact
_x_ inside

x__ outside
__ extreme heat
__ extreme cold
__ noise
x__ mechanical equipment
x__ electrical equipment

__ pressurized equipment
x__ moving objects
x__ high places
x__ fumes/odors
x__ hazardous materials
_x_ dirt/dust

Supervision:

Draft

Directly Supervises: ____ Indirectly Supervises: _____

Disclaimer:
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Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Created Jan 2011

DRAFT

City of Burlington
Job Description

Position Title: Executive/Development Assistant

Department: Burlington City Arts

Reports to: Executive Director

Pay Grade: 12 (Limited Service Full Time) **Job Code:**

Exempt/Non-Exempt: Non-Exempt **Union:** Non-Union

DRAFT

General Purpose:
This position is responsible for providing administrative support to the Executive, Assistant and Development Directors and is also responsible for donor database maintenance and administration.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Process all invoices and checks and bring them over to C/T office for payments / deposits.
- Responsible for member database administration and maintenance including recording member demographic information and donations.
- Send out thank you letters, membership cards, tax receipts and draft personalized letters of thanks and solicitations for various fund drives.
- Fill in at the Front Desk as and when needed.
- Provide routine administrative support, including, but not limited to, answering telephones; opening and distributing incoming and outgoing mail scheduling appointments, meetings and meeting space; typing; photocopying; data entry and filing; and ordering office supplies.
- Attend meetings to record minutes and follow up as necessary.
- Prepare and type correspondence, reports, memoranda, and other documents.

Non-Essential Job Functions:
- Performs other duties as required.

Qualifications/Basic Job Requirements:
- High School diploma or equivalent required
- One or more years of administrative office support experience required.

- Must be computer proficient, including familiarity with Word, Excel, and Access software programs required
- Knowledge of a variety of general office procedures to include typing, filing, record keeping, and basic mathematical calculations required.
- Working knowledge of Donor Management software preferred.
- Background in Arts highly preferred.
- Outstanding customer service and communications skills required.
- Ability to communicate clearly and effectively with all employees and members of the public
- Ability to adjust to flexible work assignments and hours.
- Ability to work nights and weekends on occasion as required.
- Ability to maintain positive work relationships in a busy office environment.
- Ability to professionally represent the City of Burlington and the City Arts Department in all dealings with members of the general public, local officials, City Arts Board members, etc.
- Ability to multi-task and work in a fast paced, pressurized environment.
- Strong interpersonal skills required.

Physical & Mental/Reasoning Requirements; Work Environment:
These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

_x_ seeing
_x_ color perception (red, green, amber)
_x_ hearing/listening
_x_ clear speech
_x_ touching
_x_ dexterity
_x_ hand
_x_ finger

__ ability to move distances within and between warehouses/offices
__ climbing
__ ability to mount and dismount forklift/truck
_ pushing/pulling

__ lifting (specify) __ pounds
__ carrying (specify) __ pounds
__ driving (local/over the road)

_x_ reading - basic
__ reading – complex
__ writing - basic
_x_ writing - complex

_x_ math skills - basic
__ math skills - complex
_x_ clerical

_x_ analysis/comprehension
__ judgment/decision making

__ shift work
_x_ works alone
_x_ works with others
_x_ verbal contact w/others
_x_ face-to-face contact
_x_ inside

__ outside
__ extreme heat
__ extreme cold
__ noise
__ mechanical equipment
__ electrical equipment

__ pressurized equipment
__ moving objects
__ high places
__ fumes/odors
__ hazardous materials
__ dirt/dust

Supervision:

Directly Supervises: ____ Indirectly Supervises: _____

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

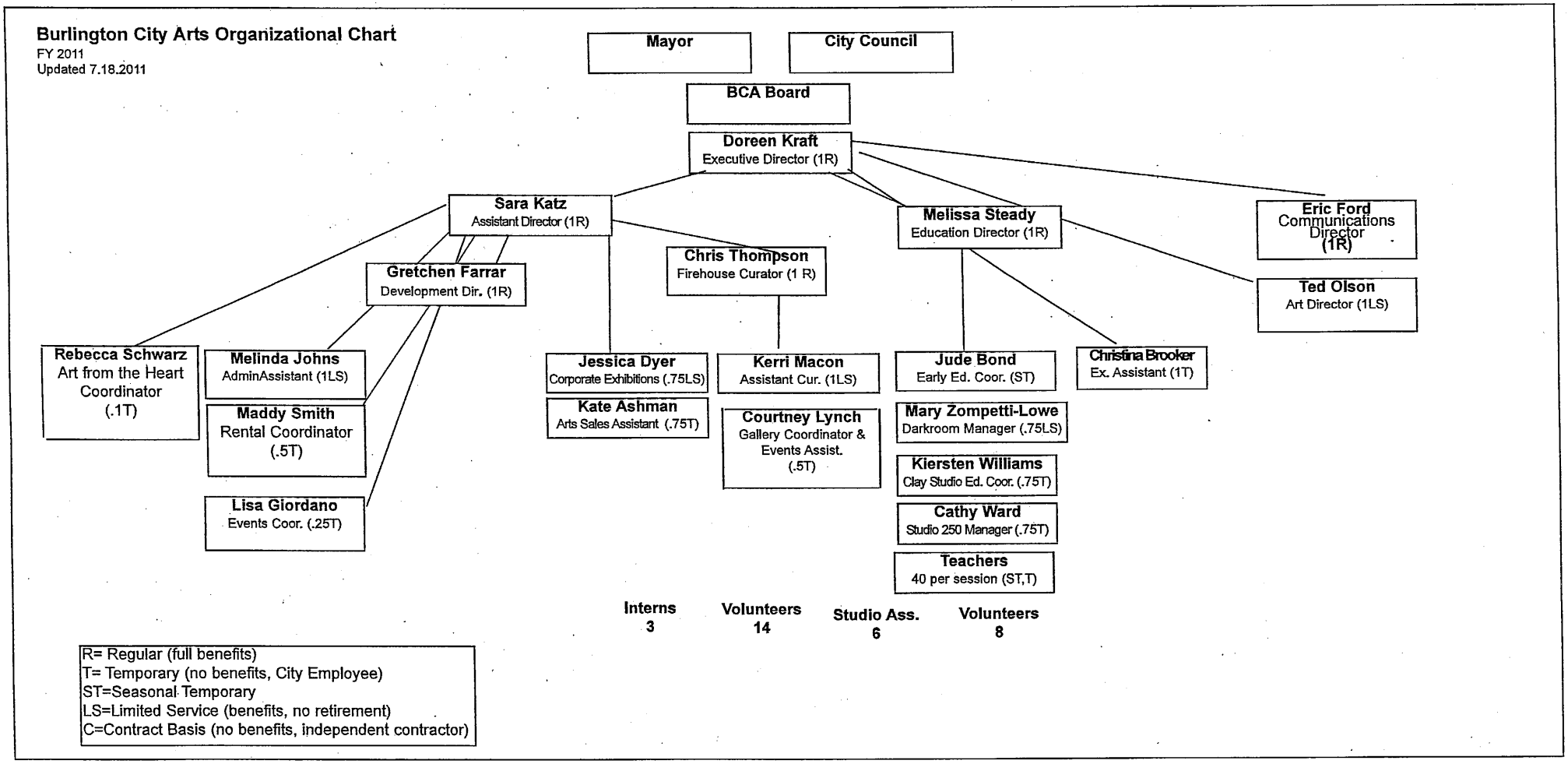
Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

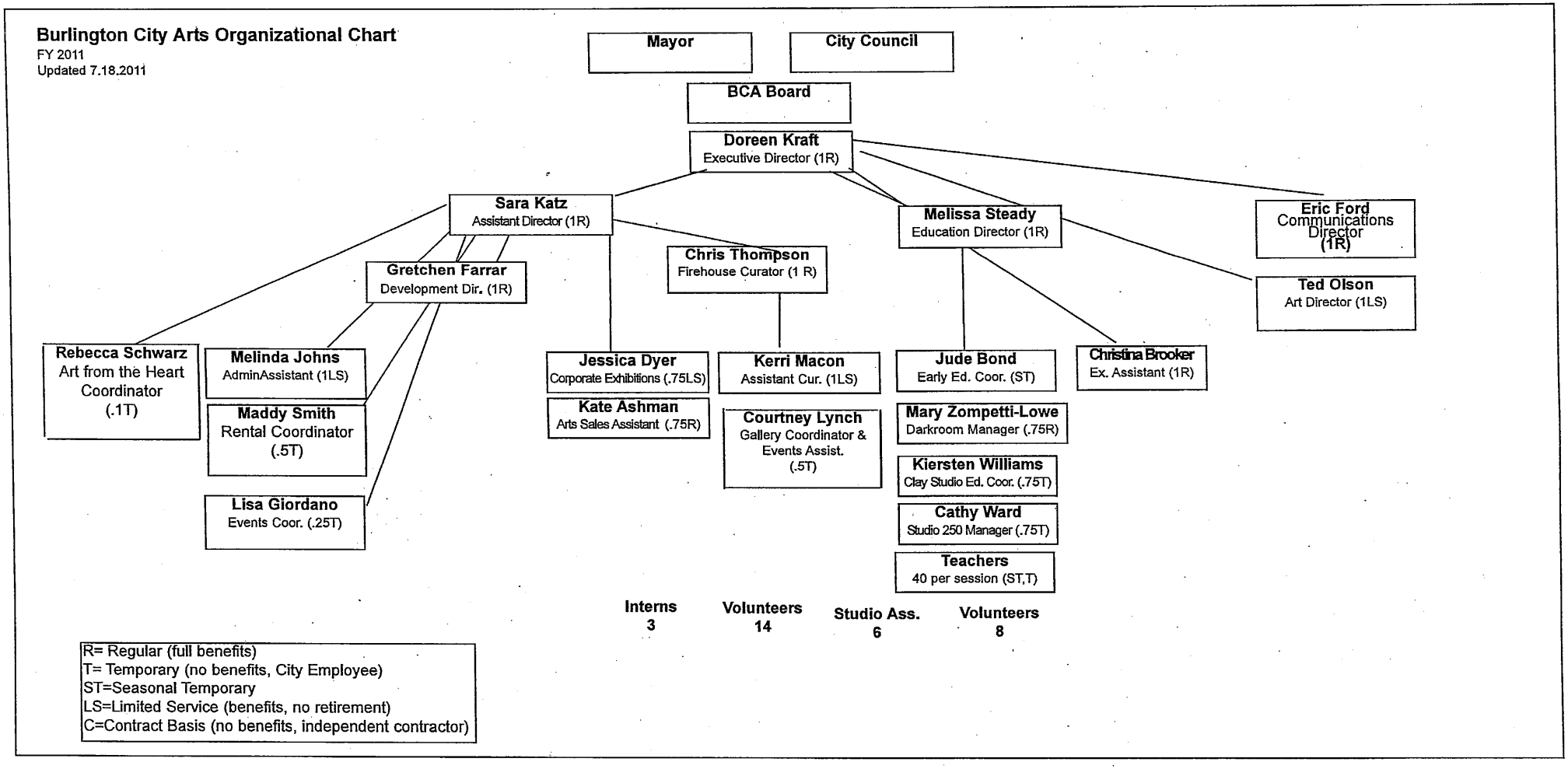
Created July 2011

DRAFT



Current

August 7, 2011



Proposed

August 8, 2011

Classification Scores
26-Jul-11

Photography Program Director City Arts			
Kwoledge and Skills	D2X		140
Mental Demands	C2E		26
Accountability	D1S		70
Working Conditions	S2B		11
Total			247
Classification	Regular Part Time Grade 15		

Executive/Development Assistant City Arts			
Kwoledge and Skills	C1N		122
Mental Demands	C2E		23
Accountability	C1N		30
Working Conditions	L1B		8
Total			183
Classification	Limited Service Full Time Grade 12		

Art Sales & Leasing Assistant City Arts			
Kwoledge and Skills	D1X		122
Mental Demands	C1D		20
Accountability	D1S		61
Working Conditions	S1B		9
Total			212
Classification	Limited Service Part Time Grade 14		