



**CITY OF LOS ANGELES**  
invites applications for the position of:  
**COMMUNITY ARTS**  
**DIRECTOR 2477**

An Equal Opportunity Employer

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**APPLICANT FILING STATUS:** Exam Open to All, including Current City Employees

**SALARY:**

Annually  
\$100,119.00 - \$146,368.00

**SPECIAL SALARY:**

Annual salary is at the start of the pay range. The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.

**OPENING DATE:**

09/24/21

**CLOSING DATE:**

10/07/21 11:59 PM

**DUTIES:**

A Community Arts Director oversees and provides leadership for an integral part of the Department of Cultural Affairs' service delivery system, providing art instruction and programming citywide; plans, organizes and directs the work of Art Center Directors engaged in the supervision of community arts programs in painting, sculpture, craft and ceramics, photography, dance and music activities; develops and promotes City sponsored community events and directs outreach projects to increase levels of participation in cultural affairs programs; applies sound supervisory principles and techniques in building and maintaining an effective work group; and fulfills equal employment opportunity responsibilities.

**REQUIREMENT(S)/MINIMUM QUALIFICATION(S):**

1. Two years of full-time paid professional experience with the City of Los Angeles as an Art Center Director II or in a position at that level directing and coordinating a fine arts program; or
2. Five years of full-time paid experience as an administrator of an organization responsible for the development, implementation, coordination, or administration of programs directed at cultivating and encouraging appreciation, interest, or participation in fine arts or cultural activities.

**PROCESS NOTES**

1. Applicants who lack six months or less of the above experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire if their record within the last 36 months reflects three or more moving

- violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
3. Applicants applying under Requirement #1, must indicate the appropriate pay grade for each position listed on their application or the application may not be processed.
  4. A degree in Art History, Fine Arts Instruction, Art, Music, Drama, Dance, Photography, or a related field is desired.

**WHERE TO APPLY &  
APPLICATION DEADLINE:**

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the “Apply” icon.** On-line job bulletins are also available at <https://www.governmentjobs.com/careers/lacity>.

**NOTE:**

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

**APPLICATION DEADLINE**

**Applications must be received by THURSDAY, OCTOBER 7, 2021.**

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the selection process in the following order: 1) Los Angeles City promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs based on a random sampling of those qualified candidates. Applications submitted during the filing period may be kept on file in the event that additional applicants need to be tested to meet hiring needs.

**SELECTION PROCESS:**

**Examination Weight: Interview 100%**

The examination will consist entirely of an evaluation of personal and professional qualifications by interview. In the interview, emphasis may be placed on the candidate's experience, training, and background as they have provided knowledge of: the arts and cultural sector (locally and nationally), its history, resources available to improve service delivery models, and current trends in all disciplines; community arts education, curriculum development, and the techniques used to deliver high quality instruction in the arts, and produce and present large scale and community based

arts exhibitions, multidisciplinary performances, and cultural events; principles and practices of public administration as it relates to a City department or large budget organization; supervisory principles and practices, including Equal Employment Opportunity; personnel and administrative oversight, management, and compliance; the ability to: implement and oversee citywide arts and cultural activities, community based arts facilities, exhibitions, multidisciplinary performances, and cultural events; inform, collect, assemble, and analyze data concerning service delivery, finances, budget, and personnel; plan, direct, and coordinate the Community Arts Division and its diverse staff; establish and maintain a productive work environment; effectively partner with support groups and community stakeholders; effectively communicate orally; exercise a high level of cultural diplomacy and maintain apolitical and professional relationships with elected and appointed officials, City employees, and the public; and other necessary knowledge, skills, and abilities.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which may be held in Los Angeles or on-line. It is anticipated that interviews will begin during the period of **NOVEMBER 29, 2021 to DECEMBER 10, 2021**.

**NOTICE:**

Test dates may be postponed in order to help protect the safety of our candidates and prevent the spread of COVID-19. Candidates will receive an e-mail from the City of Los Angeles Personnel Department if the anticipated test dates are postponed.

**NOTES:**

1. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. Appointment to this class is subject to a one-year probationary period under the provisions of Section 1011 of the Los Angeles City Charter.
4. In conjunction with Civil Service Rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.

5. Promotional candidates will accrue seniority credit at the rate of 0.10 of a point for each year of continuous service in those City classes which provide qualifying experience for this position. A maximum of one point will be added to the score of those candidates.
6. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding seniority credit as indicated above, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
7. A final average score of 70% or higher is required to be placed on the eligible list.
8. If in accordance with the Rule of Three Whole Scores all candidates are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidates' City employment applications by Personnel Department staff to ensure that the minimum requirements have been met.
9. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.
10. In accordance with Los Angeles City Ordinance 187134, candidates must meet the minimum requirement of being fully vaccinated against COVID-19 or receive an exemption and report their vaccination status prior to appointment by the hiring authority. The ordinance is available at [https://clkrep.lacity.org/online/docs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf).

Notice:

*If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position. All City employees are required to be Disaster Service Workers.*

**THIS EXAMINATION IS TO BE GIVEN BOTH ON  
AN INTERDEPARTMENTAL PROMOTIONAL AND OPEN  
COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.

**COMMUNITY ARTS DIRECTOR 2477 Supplemental Questionnaire**

- \* 1. To be PROPERLY AND PROMPTLY notified of the status of my application, I UNDERSTAND that I MUST provide on my City application, the following information:

- Working E-mail address
- Telephone Number
- Official social security number

I UNDERSTAND that I MUST provide a working email address on my application where I will receive notifications regarding the status of my application and the selection process.

I UNDERSTAND that important information regarding the status of my application and the selection process will only be sent via E-MAIL to the email address I provided.

I UNDERSTAND that it is MY RESPONSIBILITY to ensure that the email address I provided is a working email and that I will check my email regularly to ensure I receive any communication as it relates to the examination promptly.

I UNDERSTAND that the City of Los Angeles Personnel Department is NOT RESPONSIBLE for any lost or redirected emails and that it is MY RESPONSIBILITY to add info@governmentjobs.com to my email contact list to avoid email notifications related to this examination from being classified as "spam" or "junk" mail.

I have read these statements to their fullest and will provide a working e-mail address on my application in order to receive status of my application regarding this examination.

- \* 2. I UNDERSTAND that I am required to describe, IN DETAIL, my appropriate qualifying experience in the Work Experience Section of my application.

I UNDERSTAND that, if qualifying with my City experience, that I MUST indicate my appropriate job classification in my work history and NOT ANY WORKING TITLE that I believe is designated to me.

I UNDERSTAND that if I attach a resume and/or cover letter IN LIEU of completing the Work Experience Section, my application is INCOMPLETE and WILL NOT be considered for this examination, and my application WILL NOT be further processed.

In addition to including my qualifying experience, I UNDERSTAND that I should list ALL jobs, regardless of duration, including part-time jobs, military service and any periods of unemployment during my entire work history.

I have read these statements to their entirety and understand them completely and to their fullest.

- \* 3. I am currently:

- A City of Los Angeles employee having received a regular appointment.
- An exempt City of Los Angeles employee, but have civil service status.
- An exempt City of Los Angeles employee without receiving civil service status.
- A City of Los Angeles employee in a temporary training position.
- A City of Los Angeles employee on a part-time basis.

- On a regular reserve list for the City of Los Angeles.
- Not employed with the City of Los Angeles.
- \* 4. **Requirement #1:** I have the following amount of full-time paid professional experience *with the City of Los Angeles* as an Art Center Director II or in a position at that level directing and coordinating a fine arts program: IMPORTANT NOTES: You MUST provide **detailed information** regarding your experience in the Work History Section of your application. Failure to provide this information may result in your disqualification from this examination. In order to meet this requirement, experience used MUST have been gained through employment with the City of Los Angeles in a class at the level noted above, directing and coordinating a fine arts program. If you are NOT using employment with the City of Los Angeles to qualify for this examination, select "This statement does not apply to me."
- 11 months or less
- 12 months to 17 months
- 18 months to 23 months
- 24 months or more
- This statement does not apply to me
- \* 5. **Requirement #1:** Please select the City job classification that you are using to meet this requirement from the options listed below: IMPORTANT NOTES: You MUST provide **detailed information** regarding your experience in the Work History Section of your application. Failure to provide this information may result in your disqualification from this examination. If you are NOT using employment with the City of Los Angeles to qualify for this examination, select "This statement does not apply to me."
- Art Center Director II
- Performing Arts Director
- Other; the City job classification I am using to qualify is not listed
- This statement does not apply to me
- \* 6. **Requirement #1:** My response to Question #5 was "Other; the City job classification I am using to qualify is not listed." As such, the City job classification I am claiming to be at the level of Art Center Director II is: *If this statement does not apply to you, please enter "N/A" in the text box below.* IMPORTANT NOTES: You MUST indicate the appropriate pay grade for each City job classification you are claiming to be at the level of Art Center Director II. You MUST provide **detailed information** regarding your experience in the Work History Section of your application. Failure to provide this information may result in your disqualification from this examination.
- \* 7. **Requirement #2:** I have the following amount of full-time paid experience as an administrator of an organization responsible for the development, implementation, coordination, or administration of programs directed at cultivating and encouraging appreciation, interest, or participation in fine arts or cultural activities: IMPORTANT NOTES: If you are not attempting to use Requirement #2 to qualify for this examination, select "This statement does not apply to me." You MUST provide **detailed information** regarding your experience in the Work History Section of your application. Failure to provide this information may result in your disqualification from this examination.
- 35 months or less
- 36 months to 47 months
- 48 months to 53 months
- 54 months to 59 months
- 60 months or more
- This statement does not apply to me
- \* 8. **Requirement #2:** For experience identified in Question #7, please list your **job title** and the **organization** where you gained this experience in the text box below: *If this statement does not apply to you, please enter "N/A".* IMPORTANT NOTE: You MUST provide **detailed information** regarding your experience in the Work History Section of your

application. Failure to provide this information may result in your disqualification from this examination.

- \* 9. **IMPORTANT NOTE:** I have read the above questions carefully and answered each one accurately. I understand that if I do not provide correct information that my application will be disqualified and will not be considered further for this examination.

I understand that if I submit more than one application, my newest application will be considered and all others will be considered duplicates and will not be reviewed.

**You should include in the work experience section of your application any jobs you wish to be considered as you will be unable to add or change your information after submission.**

Yes, I have read the above statements carefully and understand them to their fullest.

- \* Required Question