



ASSISTANT DIRECTOR – BASS MUSEUM

Job Code: 6403

EEO Class Code: Official/Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o015

NATURE OF WORK

This is responsible administrative work in assisting in the planning, organizing, staffing, directing, and controlling the activities of the City's Bass Museum, under the authority of the Director of the Bass Museum. The incumbent manages museum operations and ensures necessary support services are provided to the museum. Supervision of division employees is performed to meet desired goals and objectives. Independent judgment is exercised. Direction is received from the Director.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Assumes administrative oversight for financial management of all museum funds
- Attends business meetings of Friends of the Bass, and Trustees
- Presents financial and operation reports, as requested
- Prepares agenda items for City Commission consideration
- Assimilates annual budget for Friends and City of Miami Beach
- Tracks operating revenues and expenses for Friends, City of Miami Beach, and Grants
- Approves biweekly payroll
- Maintains liaison with legal, purchasing, personnel management and budget, finance, accounting, and other departments
- Oversees museum security
- Reviews weekly security reports prepared by museum guards
- Works with museum alarm company
- Responds to alarm calls as needed
- Oversees museum, museum school, and development office building maintenance
- Coordinates museum shop purchases with buyer
- Works closely with museum shop volunteers
- Ensures set-ups for special events
- Provides necessary security, revenue collection, and maintenance
- Maintains compliance on all grants
- Advises director on associated reporting requirements
- Prepares interim and final reports as mandated by terms and conditions of grant agreements
- Reviews grant agreements and contracts for execution
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles of public and business administration
- Knowledge of supervisory principles and practices
- Knowledge of the cultural and fine arts needs of the City of Miami Beach, or the ability to acquire such knowledge
- Knowledge of the applicable local laws, ordinances, and regulations pertaining to the Bass Museum, or the ability to acquire such knowledge
- Ability to use professional knowledge of the principles of management and public administration to formulate Museum policy and control Museum activities
- Ability to devise and install rules, regulations, and procedures and to evaluate their effectiveness
- Ability to establish and maintain effective working relationships with City officials, officials of other agencies, Museum Board of Trustees, other employees, other Museum professionals, representatives of the media, and

the general public

- Ability to express ideas and information clearly and concisely, using excellent English, both verbally and in writing, to groups as well as to individuals

MINIMUM REQUIREMENTS

- Graduation from an accredited college or university with a Bachelor's Degree in Business/Public Administration, or equivalent
- Additional related experience can substitute for education on a year-for-year basis
- Extensive responsible supervisory experience with considerable experience in Museum operations or administration or equal

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling
- Some crawling, reaching, handling, sitting, standing, pushing, and pulling

SUPERVISION RECEIVED

- General direction is received from the Director

SUPERVISION EXERCISED

- Supervises Museum Operations Staff
- Coordinates and oversees museum shop, admissions and information, and volunteer activities
- Incumbent is held responsible for their work