



## DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Career Executive Assignment (CEA, A)				Deputy Director	
BRANCH					
California State Summer School for the Arts					
DIVISION				OFFICE	
<input type="text"/>				<input type="text"/>	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION (CITY)	
M01	E	N/A	176-700-7500-001	Los Angeles	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
N/A		Non-Tenured		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Remote-centered		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
<p>The Deputy Director provides California State Summer School for the Arts with policy and program development, as well as budget, finance and contracting oversight for the agency. The position supervises two SSMI positions. The Deputy Director is required to live on-site during the summer session(s) within faculty housing, and they maintain 24/7 on-call duties while the school is in session. The position reports to the Director of the agency.</p>					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
<p>All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.</p>					
SUPERVISION BY					
Supervised by the CSSSA Director					
SUPERVISORY RESPONSIBILITIES					
This incumbent supervises two Staff Services Manager I (Specialist) positions.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
<input type="text"/>					

**ESSENTIAL/NON-ESSENTIAL FUNCTIONS**

Relative % of Time Required: 30

☐ Essential Function☐ Non-Essential Function**Duties Performed****Policy and Program Responsibilities:**

- Formulates high level policies and procedures with statewide impact. Policies are included in the Faculty Handbook and Student Handbook
- Develops and manages the planning, organizing, directing, and administering of policies, procedures, and projects related to the CSSSA program while ensuring alignment with the Board of Trustees and Legislative goals.
- Stays current on research, best educational trends, policies, national and statewide efforts pertaining to the success of students and faculty at CSSSA.
- Serves as the administrative liaison with the CSSSA Foundation in policy development and analysis, stakeholder engagement, writing and communications, complex data analysis and reporting, and relationship cultivation.
- Establishes and administers program related operations for all aspects of the summer school, including classes, performances, exhibits, field trips, and recreational activities.
- Manages robust, values-driven, actionable plans to ensure the CSSSA summer program reflects the current and emerging arts and entertainment industries including offering opportunities for academic and professional enrichment to ensure long-term success of students in the creative industries.

Relative % of Time Required: 30 (continued)

☐ Essential Function☐ Non-Essential Function**Duties Performed****Policy and Program Responsibilities (continued):**

- Develops and implements policies for faculty recruitment. Collaborates with Department Chairs and the CSSSA Director for hiring both faculty and guest artists.
- Oversees operations for all academic programs, including obtaining college credits for courses, course scheduling, performances, and exhibits
- Establishes and oversees operations for all nonacademic programs, including students services, recreational activities, health and wellness, residential services, and student safety.
- Provides leadership, and coordination in student outreach, which generates more than 1,500 applications annually, for the student selection process including the applications, adjudication, and notification.
- Oversees financial aid awarding and budgeting to address inequities in access and barriers to admission.
- Works with the Director to establish student housing and residential life policies and discipline procedures.
- Communicates with parents, students, and arts educators regarding application status and explains CSSSA and its policies.

Relative % of Time Required: 30

☐ Essential Function☐ Non-Essential Function**Duties Performed****Budget / Finance Responsibilities:**

- Oversees annual budget preparation.
- Develops and implements budgetary policies for fiscal services, contracts, and procurement.
- Oversees program funds and addresses sensitive, controversial, and/or significant issues which impact the Department's funding; ensures that program staff are informed of and comprehend new requirements; and ensures that proper processes and procedures are in place and followed.
- Ensures fiscal resources are properly allocated and expenditures and revenues are tracked.
- Develops and manages fiscal policies and reports to resolve budget issues that affect CSSSA operations.
- Provides fiscal policy evaluation for departmental issues associated with new and expanding programs and legislative decisions impacting state operations.
- Works closely with the Department of General Services, Department of Finance, Contracted Fiscal Services, and FI \$Cal to ensure that CSSSA adheres to all procurement policies and procedures.
- Provides leadership and coordination of the host site selection and implementation processes, including detailed negotiations with host site's executive administration.

Relative % of Time Required: <input style="width: 100px;" type="text" value="20"/>	<input type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<b>Duties Performed</b>		
<div style="border: 1px solid black; padding: 5px;"><p>Supervisor Responsibilities:</p><ul style="list-style-type: none"><li>• Supervisor/Manager for two Staff Services Manager I's with program operations and fiscal responsibilities.</li><li>• Ensures that all personnel management functions are carried out effectively and in adherence with State and Federal rules and regulations. Assess training needs, necessary tools, resources, and development of staff. Ensures staff receive applicable training.</li><li>• Administers and coordinates strategic planning, program coordination, employee development planning and implementation, and project facilitation.</li><li>• Works closely with Control Agencies to assure that administrative support services are provided, and reporting requirements are met</li><li>• Oversees, provides leadership, and coordination for all procurement, contracting, and payment duties of direct report(s). Provides hands-on administration coordination and collaboration during high priority periods.</li><li>• Oversees, provides leadership, and coordination for all enrollment, technology, and site facilities duties of direct report(s). Provides hands-on administration coordination and collaboration during high priority periods.</li></ul></div>		

Relative % of Time Required: <input style="width: 100px;" type="text" value="20"/>	<input type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<b>Duties Performed</b>		
<div style="border: 1px solid black; padding: 5px;"><p>On-Site Summer School Responsibilities:</p><ul style="list-style-type: none"><li>• Oversees and directs all host site campus operations, including dining, residence life, facilities, campus safety, mailroom, student affairs, and technology.</li><li>• Main host site liaison, ensures that contractual terms are met to safeguard the wellbeing and safety of students, including campus security coverage, recreational facilities, health and emergency services. Also ensures that contractual terms are met for facilities, equipment, and access to all contracted campus resources.</li><li>• Directs and coordinates public events, such as presentations of student work, performances, parent and alumni events, and other education and/or promotional opportunities for key stakeholders.</li><li>• Resides at the school site throughout the session maintaining 24/7 on-call duties with other key staff.</li></ul></div>		

Relative % of Time Required: <input style="width: 100px;" type="text"/>	<input type="checkbox"/> Essential Function	<input type="checkbox"/> Non-Essential Function
<b>Duties Performed</b>		

**SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS**

This position requires the incumbent to have a high level of comprehensive knowledge of California state budget / contract / procurement processes, data management, and leadership experience with excellent interpersonal skills to deal effectively with sensitive issues. This position also requires excellent interpersonal written and verbal communication skills; advanced critical thinking, analytical and researching skills; ability to analyze complex fiscal and program data; and the ability to manage multiple projects and be flexible to changing priorities and timelines.

**PERSONAL CONTACTS****EMPLOYEE ACKNOWLEDGEMENT**

*I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

**MANAGER/SUPERVISOR ACKNOWLEDGEMENT**

*I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.*

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE
Matthew Gallagher		

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

**This form will be kept in the employee's Official Personnel File.**

Original - Classifications & Pay Office

Copies - Employee and Supervisor