



City of Raleigh North Carolina
Administrative Specialist - Arts

SALARY	\$18.00 - \$25.00 Hourly	LOCATION	Raleigh, NC
JOB TYPE	Part-Time	JOB NUMBER	2024-00352
DEPARTMENT	PRCR - Resources	OPENING DATE	04/09/2024
CLOSING DATE	4/30/2024 11:59 PM Eastern		

Job Description

Raleigh Arts, a division of the Raleigh Parks, Recreation and Cultural Resources Department, works to realize the City's vision that Raleigh is a community connected through arts and culture, where every person is empowered to lead the creative life they envision. A key component is the Raleigh Arts Commission's Grant Program, which administers over \$2 million dollars in municipal funding to nonprofit organizations annually and provides professional development programs and training for the local arts community. Raleigh Arts seeks an exceptionally detail-oriented individual with strong organizational skills, an affinity for numbers and the ability to multi-task to support this growing program as its part-time Administrative Specialist, working 19 hours/week.

The Administrative Specialist provides specialized administrative support for the Arts Grant Program's application process, professional development events and capacity building programs. This position is responsible for a variety of complex administrative processes, including financial report review, grant payment processing and oversight, and grant compliance tracking. The Administrative Specialist also acts as a supportive resource for applicants and program participants and handles registration and logistics for a variety of events, classes and workshops.

Duties and Responsibilities

- Handles all grant recipient payment requests, including review and approval. Tracks payments against total grant awards, troubleshoots and resolves issues. Works with Finance Department staff and others to ensure timely grant payments are made.
- Reviews and approves submitted grant recipient expense reimbursement reports to ensure expenses meet program parameters and complete back-up documentation has been submitted.
- Handles other program finance/procurement tasks using the City's PeopleSoft finance system. Obtains vendor quotes; initiates requisitions for materials and/or services; performs program budget and order tracking; monitors grant contracts.
- Checks-in and reviews for compliance all submitted grant applications, reports and other documentation. Tracks funding compliance for all grant recipients.
- Prepares, updates and maintains spreadsheets, databases, financial system information, and report; collects, compiles and reviews data and documents; identifies data issues and recommends solutions.
- Builds and updates digital application and report forms. Develops and updates registration and evaluation forms for grant workshops, capacity building programs and other events.
- Handles and tracks workshop and professional development program registrations, including participant communications and customer service. Assists with meetings and events as needed by welcoming participants,

assisting with activities and taking notes.

- Handles logistics for meetings, workshops and events, including reserving facility spaces, monitoring and maintaining supplies, event set-up and providing technical support related to equipment and audiovisual systems.
- Acts as a supportive public contact for grant applicants, recipients and others, to answer questions, notify recipients about reporting issues and assist in resolving them.
- Performs records retention duties in accordance with established policies and procedures; scans and maintains documents, files and records; assists with records and procedural audits.
- Updates and maintains database information and related reports; researches and retrieves information; reviews data for accuracy and makes corrections; and identifies data issues.

Typical Qualifications

Education and Experience

High School Diploma or GED and five years of related clerical and/or office support experience; some college and/or paraprofessional accounting or bookkeeping experience preferred.

OR

An equivalent combination of education and experience sufficient to successfully perform the duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

Preferred Qualifications

The preferred candidate is an exceptionally well-organized, highly detail-oriented and energetic professional with administrative and finance work experience. Has a knack for and experience working with numbers, spreadsheets and/or finance systems like PeopleSoft. Self-starter who works well independently and as part of a collaborative team to prioritize and complete multiple projects with competing deadlines quickly and accurately. Has strong customer service skills and demonstrated ability to positively engage a variety of constituencies, including people across diverse cultural backgrounds and people with disabilities. Arts administration experience is a plus.

Licensing/Certifications

Depending on assignment, some positions may require:

- Valid North Carolina Driver's License.

Additional Information

Knowledge of:

- Standard administrative business practices and processes.
- Practices and methods of processing financial transactions.
- Business math concepts and practices.
- Modern technology, including finance systems and/or data systems.
- Customer service principles and practices, including competency with multiple cultures and people with disabilities.

Demonstrated Skill in:

- Working in a face-paced environment with exceptional accuracy and attention to detail in assignments, as well as proofreading and error correction.
- Working independently and as part of a collaborative team to prioritize work and complete multiple projects to meet competing deadlines.
- Developing and maintaining complex spreadsheets, including use of pivot tables. Design and implement automated processes for data entry, analysis, and reporting.
- Organizing and retaining documentation, data, schedules, records and files.

- Composing, maintaining and updating basic original documents including reports, presentations, and correspondence.
- Organizing tasks, meeting deadlines and prioritizing competing demands.
- Checking in, organizing, and reviewing documents and reports.
- Scheduling meetings, determining basic meeting needs and making required arrangements.
- Performing basic original research, compiling and assembling data.
- Handling sensitive information with discretion.
- Successfully working and/or collaborating with people from across diverse cultural backgrounds.
- Providing exceptional customer service to the public in person and virtually, as well as by email and phone.
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, and others to sufficiently exchange or convey information and to receive work direction.
- Utilizing relevant software applications, including expertise with Excel, Word and Acrobat Pro, as well as proficiency with finance systems, Power BI, grantmaking systems, databases, Wufoo Forms and/or Sign-Up Genius.

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work, and the worker sits most of the time, the job is rated for Light work.

Working Conditions:

Work is usually performed in an indoor office environment with a hybrid schedule. Some flexible availability is required as hours vary somewhat by season, averaging 19 hours/week over the course of a year. Work is typically scheduled during regular office hours (8:00am-5:00pm), with some evening and weekend hours required.

Note:

This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

Agency

City of Raleigh North Carolina

Address

222 W. Hargett St.

Raleigh, North Carolina, 27601

Website

<https://raleighnc.gov>

Administrative Specialist - Arts Supplemental Questionnaire

***QUESTION 1**

Please select your highest level of education completed.

- Some high school
- High school diploma (or GED)
- Some college
- Associate degree
- Bachelor's degree
- Master's degree
- PhD or other professional degree

***QUESTION 2**

How much relevant experience do you have with administrative/clerical work?

- None
- Less than 1 year
- 1-3 years
- 4-6 years
- 7-9 years
- 10 or more years

***QUESTION 3**

Do you have any experience with finance/procurement work?

- Yes
- No

***QUESTION 4**

If so, please describe. (Enter "N/A" if this does not apply to you.)

***QUESTION 5**

Do you have any experience with grants?

- Yes
- No

***QUESTION 6**

If so, please describe. (Enter "N/A" if this does not apply to you.)

***QUESTION 7**

What is your level of expertise using finance and/or data management systems?

- None
- Beginning
- Intermediate
- Advanced

***QUESTION 8**

Please tell us about your arts background or any arts experiences you have had. (Enter "N/A" if this does not apply to you.)

***QUESTION 9**

Please describe your experience working with people who have backgrounds different from your own. (Enter "N/A" if this does not apply to you.)

*** Required Question**