



JOB ANNOUNCEMENT 2014-016

Cultural Arts Center Manager **Community Services Department** **Full Time / Exempt / Not Represented**

SALARY: \$58,718 - \$75,150 annually Plus 6% City paid PERS

OPENS: August 22, 2014

CLOSES: September 5, 2014 at 5:00pm PST

APPLY TO: Human Resources – City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140
(503) 625-4201 - Fax (503) 625-5524
humanresources@sherwoodoregon.gov

SUMMARY AND REQUIREMENTS

Under general direction of the Community Services Director, the Cultural Arts Community Center Manager directs, manages, supervises, and coordinates the activities and operations of the Cultural Arts Community Center within the Community Services Department. Provides leadership and administrative oversight for a theater and multi-purpose room, as well as classrooms. Manage the daily operations of the Center and its employees. **MANDATORY REQUIREMENTS:** Broad knowledge of the principles, practices, and philosophy of Community Services Management's current methods and principles. Advanced knowledge of business administration, volunteer and community involvement programs. Equivalent to a four-year university education in business management, or closely related field and over seven years related experience, or satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the duties. General knowledge of municipal government operations and public relations principles. Knowledge of word processing and spreadsheet software. Must have the ability to communicate effectively, both orally and in writing. **DESIRABLE REQUIREMENTS:** Previous experience in development of Community Events and Recreation Programs.

APPLICATION MATERIALS

Application materials must be completed and received by the Human Resource Department on or before the closing date. Electronic copies are accepted with a signature. Application materials can be found online at www.sherwoodoregon.gov or may be requested by mail by calling Human Resources at (503) 625-4201.

SELECTION PROCESS

A City application, cover letter, and resume will be used to select the top candidates. Those selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background and drug test.

NOTIFICATION

Applicants that are not selected will be notified by phone or mail once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.