

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Public Art Administrator	Job Family: 2
General Classification: Professional	Job Grade: 29

Definition: To plan, coordinate, and implement the City's public art programs and initiatives by managing public art solicitations, contracting, programming, and installations. Coordinate with artists, arts and cultural organizations, and community stakeholders to integrate arts into public spaces. Provide professional-level support from project conception through completion, ensuring alignment with the City's Public Art Strategy. Perform program management, community engagement, interdepartmental coordination, and other support on projects that advance the City's arts and cultural programs.

Distinguishing Characteristics: Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. This position reports to the Economic Vitality Manager and collaborates with various City staff, executive staff, artists, arts organizations, community leaders, and stakeholders. May exercise supervision over professional, technical, and clerical staff. May monitor the work of contractors and volunteers as assigned.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Develop recommendations in the management of the City's Public Art Program and implement, evaluate, and manage initiatives in alignment with the Public Art Strategy and adopted Council policies, maintaining program goals, policies, procedures, workplans, and performance measures to ensure effective and timely deliverables.
2. Serve as the main point of contact for the City's Public Art Program, including public art installations, temporary and rotating exhibits, programming, public art in private development, and conservation and maintenance coordination for the City's art collection.
3. Plan, organize, and coordinate artist recruitment and selection processes, including preparation of Requests for Qualifications and Requests for Proposals; formation and facilitation of selection panels; coordination with subject matter experts; and dissemination of opportunities on a regional and national basis.
4. Initiate, negotiate, and manage contracts and agreements for artists, consultants, fabricators, installers, conservators, and other arts-related service providers; monitor performance and ensure compliance with approved scope, schedules, budgets, and City requirements.

5. Manage a portfolio of public art projects commissioned in conjunction with the City's Capital Improvement Program; collaborate with City staff and project teams; review design documents; attend design and construction meetings; oversee fabrication and installation; and ensure long-term maintainability of artworks.
6. Act as staff liaison to the art-related committees, including preparation of staff reports, presentations, funding recommendations, and policy analyses; facilitate committee and advisory panel review processes.
7. Manage and administer program budget; forecast funding needs; monitor and approve expenditures; maintain financial records; prepare cost summaries and status reports; ensure adherence to funding source requirements; and assist with the preparation of annual budget recommendations for assigned program areas.
8. Research, identify, and pursue grant opportunities and alternative funding sources; prepare and submit grant applications; administer grant-funded projects; and ensure compliance with reporting and documentation requirements.
9. Conduct research and needs assessments related to public art, site context, materials, community priorities, and emerging trends in civic art; and develop recommendations for program enhancements and policy updates.
10. Coordinate and facilitate community engagement activities and events, including stakeholder meetings, public presentations, workshops, surveys, outreach efforts, dedication ceremonies, artist receptions, gallery talks, and related public programming; serve as liaison between the City, artists, community groups, developers, and partner organizations.
11. Develop and implement public information and marketing strategies to promote arts programs, projects, and activities; prepare and disseminate content for newsletters, website updates, social media, press materials, and dedication ceremonies in coordination with the City's Strategic Communications team.
12. Build and maintain partnerships with regional arts organizations, cultural institutions, educational entities, nonprofit organizations, developers, and community stakeholders to expand programming opportunities and advance equitable access to arts and culture.
13. Represent the City at arts-related meetings, conferences, public events, and interagency forums.
14. Prepare and present reports to City Council, committees, advisory bodies, and other community organizations, as assigned.
15. Support broader Economic Development Division initiatives as assigned.

16. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of public art programming, maintenance, conservation, and deaccessioning; arts administration and non-profit arts management; artist selection processes and public art commissioning; lifecycle planning and asset management for public artworks; contract development and administration; principles and practices of grant administration; project management methods and practices; community engagement strategies and public outreach techniques; principles of placemaking and cultural planning; governmental budgeting, accounting, and procurement methods; applicable Federal, State, and local laws and regulations related to public art and artist rights; research and analysis techniques; contemporary trends and practices in public art; principles of effective written and oral communication; and computer software programs for word processing, spreadsheets, databases, email, and presentations.

Ability to: Plan, organize, and implement public art programs and projects from conception through completion; conduct artist selection processes and facilitate review panels; develop and administer contracts and monitor contractor performance; prepare and manage program budgets; conduct effective community outreach and engagement; prepare clear and concise reports, presentations, and staff reports; communicate tactfully and effectively both orally and in writing with artists, arts organizations, elected officials, City staff, and the public; build and maintain effective partnerships with diverse stakeholders; identify and pursue grant opportunities; coordinate multiple projects simultaneously and meet deadlines; exercise sound judgment and diplomacy in sensitive situations; work independently with minimal supervision; provide effective staff support to boards and commissions; operate applicable computer hardware and software applications; interpret and apply applicable laws, codes, regulations, and policies; and establish and maintain effective working relationships with those contacted in the performance of required duties.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Three years of progressively responsible experience in public art coordination, cultural or public arts programming, arts project management, or a related field, and a bachelor's degree in arts management, business administration, urban planning, visual or fine arts, or a related field. A master's degree in a related field may be substituted for one year of the required experience.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver's License.

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Working Conditions: In addition to the regular work schedule, this position may require availability to work evenings and/or weekends to attend meetings, events, and community engagement activities. May involve travel to visit art installations, meet with artists, and attend regional arts-related events.

Established: March 2026

Revised:

HRC-Public Art Administrator (04-09-2029)