

# Case Study

SEPTEMBER 2022

Grand Junction City Council



## Why have a Full-time Arts and Culture Director position?

*The need for a full-time Arts and Culture Director was expressed during public meetings for the Grand Junction Cultural Strategic Plan update in 2022. Grand Valley Creative Alliance (GVCA) is advocating for this position, which will result in better collaboration among organizations and individuals in the creative industries.*

---

## Background

Grand Junction has been a very strong center of arts and culture since its incorporation in 1882. The Chautauqua Literary and Scientific Circle was organized in 1884. Both the Mandell and Park opera houses existed prior to 1900. The Majestic Theatre (now Mesa Theatre) opened in 1909. The Wednesday Music Club was founded in 1918. The Avalon Theatre was built in 1923. The Beaux Arts Club was established in the 1920s; this group eventually became what is now The Art Center. Many plays and operettas were enjoyed at Grand Junction High School over several decades.

Following the oil bust of 1983, Dave Davis began Art On The Corner to help local artists. This program continues to this day and is a model for similar programs around the country.

In 2017, Grand Junction updated its Cultural Strategic Plan. Three main goals were established within that plan for the Creative Industries (artists and other creative-based individuals and businesses which support economic vibrancy in Grand Junction).

- Through the hard work of many stakeholders, **Grand Junction was certified as a Creative District** (a statewide certification program to recognize communities that contribute to our state's economy through creativity, culture, and the arts).
- **The Grand Valley Creative Alliance was established** in 2018, again, through much hard work. GVCA has been diligently working to bring creatives (a more expansive, inclusive term for creative people than artists) together and advocate for a stronger creative community across the Grand Valley.
- The only goal not achieved within the creative industry segment was the passage of a **cultural district funding tax**.

The cities of Grand Junction, Fruita, and Palisade each have a commission on arts and culture. The Grand Valley continues to promote the arts, mostly from the grassroots level. The City of Grand Junction currently employs a full-time recreation coordinator, a position split between the creative industries (arts and culture) and adult programming.





Grand Junction currently has a Commission on Arts and Culture, a certified Creative District, the Grand Junction Business Incubator, VisitGrandJunction, and multiple arts and culture nonprofits, all working relatively independently of one another.

We are fortunate to have hundreds of artists representing many fields across the Grand Valley. However, we lack a cohesiveness that brings us together to make collaboration efficient and impactful. As a result, efforts are often duplicated and missed.

VisitGrandJunction has done a good job of promoting the arts, but its main job is to attract visitors. We need someone in the area solely devoted to bringing the arts together. By having a resource readily available to assist with creative endeavors, we are ensured that the arts will thrive and prosper.

The City of Grand Junction is uniquely situated in the geographic center of the Grand Valley. We have a recreation coordinator in the Parks and Recreation department whose position includes a part-time arts and culture focus. Converting this to a full-time position exclusively focused on arts and culture would ensure that the entire Grand Valley, working together, would have a single central resource hub for the arts.



## What do individuals and organizations say about this?

**Listening Sessions with community members allowed us to identify trends and patterns.**

- Art and Arts Organizations are visible in the community, indicating that arts and culture is important.
- The Grand Valley is fortunate to have many artists working in many fields. Many local organizations and galleries support various aspects of the arts.
- The creative community lacks a good communication network.
- We need to identify and remove barriers, both physical and metaphorical.
- A centralized approach for the arts would ensure a more cohesive approach to arts and culture and would allow organizations and individuals to work more efficiently together.
- Dedicated and sustainable funding. "We don't need more fundraisers and galas."
- We need multiple voices included in our arts and culture scene, including veterans, CMU students, and houseless populations.

---

## Other job duties specific to our community from the community feedback, include:

- Community visioning sessions around arts and culture
- Expanded and updated director for the arts
- Community calendar used by locals
- A community program focused on visiting/learning about local arts and culture
- Arts funding, including donor engagement for innovative arts and culture projects



## What would this position do?

Directors of arts and culture from two of our model cities (Santa Fe and Fort Collins) were kind enough to provide job descriptions for their positions; those are provided as attachments.

Presented below are commonalities between the job descriptions received.

- Employed by the city (with all necessary requirements and benefits assigned)
- Empowered to oversee the Cultural Strategic Plan. Develops and administers strategic direction and policies within the Arts and Culture (or Cultural Services) department
- Responsible for oversight of all city-owned arts and culture venues and their employees, and all city-sponsored arts and culture programs; performs performance assessments of direct reports.
- Oversees the Arts and Culture Commission
- Prepares and oversees the department's budget.
- Qualifications include:
  - Knowledge of arts, entertainment, and cultural programming
  - Knowledge of practices and principles of business management, especially for nonprofit arts and culture organizations
  - Knowledge of principles of finance and budget management
  - Knowledge of grants and special funding available to the city
  - Ability to perform statistical analysis and basic math
  - Contract negotiation skills
  - Ability to plan and organize effectively
  - Ability to develop and maintain effective working relationships with employees and citizens

- Bachelor’s degree in Arts Facility Management, Fine Arts Administration, Business Administration, Art History, Public Administration or related field
- Six to eight years of related experience, or equivalent combination of education and experience
- Strong interpersonal skills



## How do other communities approach this?

Numerous cities across the country are similar to Grand Junction in size and scope. They have incorporated the creative industry into the fabric of their being, understanding the importance of the arts in making their communities model communities. Detailed information about each city is provided at the end of this document.

**Salida, CO**, has a population of 5600. They were one of the first communities to be certified by Colorado Creative Industries as a Creative District. Having worked over the years to highlight the creative industries, Salida is now a destination city for the arts. They have an Arts & Culture Director in addition to a Public Art Commission.

**Fort Collins, CO**, population 170,000, has the Carnegie Center for Creativity which is owned by the city. This building houses both the Downtown Fort Collins Creative District and Fort Collins Public Media. It has a Department of Cultural Services. The Fort Fund grant program, established in 1989, supports arts and culture through lodging tax revenues.

**Santa Fe, NM**, population, 84,000, is a stellar example of how the creative sector has been used to bring the entire area to a higher standard. They have three full-time employees devoted to the arts in addition to a commission on arts. With this highly tuned focus, Santa Fe has become synonymous with the arts.

**Rockland, ME**, population, 7000, is an example of a regional approach to an arts community. Conveniently located between Portland and Bar Harbor, Rockland is home to the Farnsworth, CMCA, and more than 20 art galleries.





## What about funding?

Understanding the importance of having a vibrant creative industry within their communities, cities have found different ways to invest in the creative industries in a sustainable way.

- Lodging tax
- SCFD – Denver has had a Science and Culture Facilities District for many years. This is a ballot initiative voted on by the citizenry. Monies are set aside for the creative industries, thus allowing organizations, large and small, to benefit from sustainable financial support. (Of note, Grand Junction has twice put a similar initiative on the ballot, both in the early 1990s; the second attempt almost passed!)
- Budget line item within general fund
- Earned income



## Recommendation

GVCA strongly supports that the City of Grand Junction include a full-time Arts and Culture Director in its budget. Over time, it would be ideal to have a separate Arts and Culture department; Grand Junction already has three venues, a commission on arts and culture, a creative district, public art, and other arts programming under the city's purview. GVCA has provided multiple examples of how this can be accomplished; rather than provide very specific recommendations, GVCA will rely on the expertise of city staff to identify the best mechanism for Grand Junction's city government to provide this much needed asset.

## The GVCA Board

- Robbie Breaux, member Colorado Creative Industries Council, Arts Advocate; Ceramicist and Instructor
- Kelly Anderson, Executive Director for the Grand Junction Symphony Orchestra
- Sarah Bell, Theater performer and director
- Bennett Boeschstein, semi-retired urban planner
- Lee Borden, Executive Director of the Art Center of Western Colorado
- Arielle Brachfeld, Producer and Director of documentary and educational content
- Michelle Boisvenue-Fox, Library Director for Mesa County Libraries

---

## Attachment A: Salida, CO (Discussion with Michael Varnum – August 8, 2022)

Contact: [Michael.varnum@cityofsalida.com](mailto:Michael.varnum@cityofsalida.com)

Michael is the director of arts and culture in Salida, Colorado (population 6000, county 18,000). He ran Two Rivers Convention Center in Grand Junction 1999-2000. From Grand Junction, he moved to Oklahoma and has been in Salida since 2008.

When he arrived in Salida, creatives operated in silos; Michael worked to change the competitive atmosphere to one of cooperation. At that time, the main event center was the SteamPlant Event Center and was the only arts and culture component; his position was held within Parks and Rec. SteamPlant was originally built in 1887 to house the Edison Electric Plant. It was purchased by the city in 1997 and was renovated in 2007-8 to include art galleries, a theatre, and conference rooms. Over time, existing Parks and Rec staff couldn't handle all the events, so a separate Arts and Culture division was created. The center now offers over 500 events annually.

Salida was one of the first creative districts, receiving certification in 2012. The city council and both county commissioners were very supportive of the creative district certification process, and since then a separate Arts and Culture department within the city was created. The A&C director oversees the creative district and the event center. City staff positions within the A&C department include director, supervisor, full-time administrative coordinator, full-time event booking staff member, 3-4 event coordinators, 5-6 part-time facility workers, and many volunteers. For the first five years of certification, there was no funding from the city. With recertification, the city added \$10,000 per year, now up to \$30,000 per year funding to the creative district.

The old fire station in the middle of the creative district is to be converted into a Space To Create and makerspace; they are approximately 3 months ahead of Grand Junction in that process, having completed the feasibility study survey recently. The results of the survey are to be presented to city council soon. Interestingly, the survey results indicated that shared workspace and housing were the two top needs identified.

The Arts and Culture director also manages a separate Public Arts Commission oversees public art projects and makes recommendations to City Council.

An event they hold monthly is a Creative Mixer on the second Thursday of every month; this event brings creatives together to mix, mingle, and network. This was attended very lightly (only 4-6 people) for the first many months. Over time, this event has become very popular; downtown merchants really want to be a part of it.

---

## Attachment A: Salida, CO – Continued

The A&C department is funded within the general fund. Some funding is secured through a sales tax (1% of sales tax collected) which is split between parks and rec, and arts and culture. Approximately \$90,000 is anticipated this year.

Michael offered several key observations:

- Support from city/county government is crucial for ongoing success.
- Get the public involved in all aspects of the creative industries (e.g., fill the city council chamber with people when cultural items are on the agenda).
- Perform an economic impact study. They utilized BBC (company in Denver) which showed a \$4.8M impact with great secondary impact. He estimates it is probably three times that now.
- Ensure that you have a creative district strategic plan. Keep it updated and front-and-center.
- Identify high-dollar projects that can be funded by various granting agencies.
- For the survey, ensure that people are sending a link to friends who have left the area so that the survey captures why people left the area.
- Make it a goal to have arts and culture marketing as important as other draws (recreation, skiing, wineries, etc.)
- Creatives should join the chamber of commerce and visitors bureau so that the creative industries are represented well to the larger business community.
- The ArtSpace consulting group helps to identify potential funding sources for the Space To Create project; they have great expertise in this area.



---

## Attachment B: Fort Collins, CO (Discussion with Jim McDonald – August 9, 2022)

Contact: [jmcdonald@fcgov.com](mailto:jmcdonald@fcgov.com)

Jim is the Director of the Fort Collins Cultural Services Department – link to website - <https://www.fcgov.com/culturalservices/>

Background – Jim was born and raised in Denver. He has worked in several cities including Seattle. He was hired by the city of Fort Collins in late 2018.

Cultural Services is one of several departments within the Community Services division (others include Natural Areas, Park Planning and Development, Parks, and Recreation). The Cultural Services department is very facility-based. The city owns:

- Lincoln Center (includes two theatres and is home to over two dozen nonprofits) – this building, built in 1978, has a budget of \$4.2M. Revenues are 70-75% earned income, also general fund.
- The Gardens on Spring Creek
- Museum of Discovery – public/private partnership. \$1M budget, primarily general fund.
- Art in Public Places – 1% for the arts capital fund
- Fort Fund – from lodging tax – 30% (the remaining 70% goes to tourism)
- Carnegie Center – includes mixed use/visual arts gallery – funding from earned income

These facilities are staffed by 45 FTEs and hourly staff (stage hands, gig workers). There are also 15-20 nonprofit staff. The city sells tickets for events at all city-owned facilities and for the nonprofit organizations.

The Creative District is staffed by a part-time staff member. The city provides free office space for her. The city applied for and received certification as a creative district. Funding is project-based.

The community supports the arts well and has high expectations for arts and culture.

A director for arts and culture (Cultural Services in Fort Collins) is critical as an outward-facing position. This person acts as convener, provides a support system, and acts as a connector for the many facilities, nonprofits, and individual creatives. This person is also the go-to person and internal face for city staff.

## Attachment B: Fort Collins, CO – Continued

Portion of brochure for position recruitment (2018, includes job description) –

### The Opportunity

**Position Title:** Director of Cultural Services

**Department:** Cultural Services & Facilities

**Benefit Category:** Unclassified management  
[view classifications & benefits](#)

**Annual Salary Range:** The City of Fort Collins is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out of area candidate.

**Residency Requirement:** This position is subject to residency requirements under the City's Charter (Article IV, Section 3), which require the incumbent to reside at the time of appointment and throughout employment in this classification within five (5) miles of the City limits as measured by a straight line connecting the parcel of property upon which the residence is situated to the nearest boundary line of the City limits and the Urban Growth Area/ Growth Management Area can be found on [FCMaps](#).

**The Position:** The Director of Cultural Services Leads the Cultural Services Department and oversees the Lincoln Center, Fort Collins Museum of Discovery, Gardens on Spring Creek, Art in Public Places, Community Creative Center, and the Fort Fund granting program and supports the Cultural Resources Board. Develops and administers strategic direction and departmental policies and procedures consistent with objectives established for the Community Services service area. This position reports to an Assistant City Manager and has supervisory responsibilities over approximately 200 classified and hourly employees, including 5 direct reports.

The Cultural Services Department follows a Cultural Plan to ensure that arts and culture thrive in the community, add to Fort Collins excellent quality of life, help drive the local economy and tourism, and remain an integral part of Fort Collins' unique identity.

### Essential Duties and Responsibilities:

- Participates in formulating and administering Cultural Services, Community Services, and City policies and procedures and ensures departmental alignment.
- Develops and directs strategic and long-range planning goals and objectives for the Cultural Services department.
- Prepares and oversees the department's biennial budgeting for outcomes process based on the goals and growth objectives of the service area; reviews monthly financial reports to ensure budgets are on track.
- Reviews and analyzes programs, operations and associated costs forecasting, and departmental progress with regard to stated objectives and future needs.
- Hires, trains, supervise coaches and mentors cultural facility managers/directors in their operational and community engagement roles.
- Performs quarterly performance assessments of direct reports.
- Evaluates the results of overall operations and service levels and provides regular reports to the Service Area Director.
- Reviews major booking negotiations and signs off on contracts for performances at the Lincoln Center; may assist in bookings, attend booking conferences, as needed.
- Serves as staff liaison and supports, administers, and coordinates activities of the Cultural Resources Board, including the Fort Fund granting program.
- Ensures timely and accurate reporting to City for monthly operating reports, quarterly service area reviews, performance metrics, and leadership and citizen inquiries.
- Represents the City in matters relating to Cultural Services.

**Supervisory Responsibilities:** This position is responsible for the supervision of City employee(s).

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving

6

## Attachment B: Fort Collins, CO – Continued

problems.

**Qualifications:** The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position.

**Knowledge, Skills, And Abilities:**

- Knowledge of arts, entertainment and cultural programming.
- Knowledge of practices and principles of business management.
- Knowledge of principles of finance and budget management.
- Ability to perform statistical analysis and basic math.
- Ability to prepare bid specifications.
- Contract negotiation skills.
- Ability to plan and organize effectively.
- Ability to develop and maintain effective working relationships with employees and citizens.

**Education and Experience:**

Bachelor's degree in Arts Facility Management, Fine Arts Administration, Business Administration, Public Administration or related field from an accredited college or university; six to eight years of related experience; or equivalent combination of education and experience.

**Language Skills:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations:**

Valid driver's license

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to, sit; climb or balance; and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee would encounter while performing the essential functions of this job.

**The Ideal Candidate:** The ideal candidate should have a background in art, dance, music, entertainment, theater, or another creative venue. The ideal candidate should have knowledge and experience implementing a cultural policy and operating the arts as a business.

This individual must be a forward thinking, business minded leader who is actively involved in the community, exhibits strong coordination and has the ability to build relationships with public/private partnerships, non- profits, and college/universities.

The ideal candidate should have strong interpersonal skills, exceptional organizational and administrative skills, a collaborative working style, and a demonstrated knowledge of and passion for the arts. The successful candidate must have the capacity and interest to be an effective mentor and supportive leader for staff. Advanced written and oral communication skills will be imperative.



---

## Attachment C: Santa Fe, NM (Email exchange with Pauline Kamiyama - August 2022)

Contact: [pkkamiyama@santafenm.gov](mailto:pkkamiyama@santafenm.gov)

Website: [https://www.santafenm.gov/arts\\_and\\_culture\\_department](https://www.santafenm.gov/arts_and_culture_department)

Pauline is the director of the Arts and Culture Department for Santa Fe, NM (Population: 152,000). They currently have three full-time staff members, and she is asking for a fourth member to be added. Responses below are directly from Pauline.

For me to be fulltime director allows me to sit at the table with other senior leadership to ensure that culture is being integrated into as much of how the city functions by forming collaborations and partnership; also creative strategies to community engagement that goes beyond the typical and rather controlled traditional forms of town halls and input using post it notes!

We are funded out of Lodgers' Tax which is reliant on tourism's heads in beds - greatly impacted during the pandemic, we were cut 53% and are now slowly regaining back our budget. We do occasionally receive some Art in Public Places funding from Capital Improvement Projects, we are 2% for City bond funded projects; NM State bond is 1% and administered by the State's NM Arts Department which work with collaboratively for fulfillment. I do not rely on AIPP funds for my budget as it is separate fund and depends on CIP planning and funding that varies.

Lodgers' Tax allocation for the arts – it is limiting to focus on marketing and promotion and not for support of programs so we have to be creative in how we deploy our budget. (NOTE: Arts Commission was the Dept and the advisory committee appointed by the City Council; since becoming a stand alone Department we are in the process of amending our ordinance to clearly define roles and responsibility of that of the Dept and that of the Arts Commission).

B. Proceeds of the fourth one percent (1%) increment of the tax not otherwise allocated by subsection 18-11.17A SFCC 1987 shall be used by the city for advertising, publicizing, promoting of tourist-related attractions, facilities and events, specifically as they relate to nonprofit art activities, and nonprofit performing arts in Santa Fe less administration costs. The funds shall be administered by the arts commission as created in Section 6-1 SFCC 1987, or its successor.

It is ideal to have general fund commitment – that is what I would like to see happen here, even if it's staff salaries and benefits, and the rest of the budget from Lodgers' tax.

While we became a Department, no longer under Tourism (thankfully), the City did an reorganization and we are now under the larger umbrella of "Community Development Dept" which includes sister depts. of: land use and planning, affordable housing, tourism, economic development and arts and culture.

---

## Attachment C: Santa Fe, NM – Continued

Recruitment Announcement # 2019-CV3

POSITION TITLE Arts Commission Director (881S) SALARY RANGE: \$25.937 – 46.231

DEPARTMENT Tourism FLSA/UNION STATUS: Exempt/Nonunion

PERIOD TO APPLY: Open Until Filled POSITION STATUS: Classified/Full-Time

SUPERVISOR: Randy Randall LOCATION: Convention & Visitor's Bureau

The Position is open until filled with the first review of applications on March 7, 2019.

### GENERAL DESCRIPTION

The Arts Commission Director performs a variety of managerial, administrative and supervisory duties related to planning, organizing and coordinating arts and cultural programs and services and represents the City in the arts and cultural arena.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Convention & Visitor's Bureau Director.

### SUPERVISION EXERCISED

Provides close general supervision to assigned staff.

### NATURE OF WORK

ESSENTIAL FUNCTIONS: The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification.

It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops and manages annual budget; monitors budgetary compliance with established fiscal constraints and objectives; oversees accounting activities; requests and reviews reports and accounts for department cash flow
- Acts as liaison to 9-member Arts Commission; coordinates and attends monthly commission meetings; monitors preparation of meeting agenda and advertising meeting schedule
- Acts as liaison to City Council and Council Committee meetings
- Oversees the work of the City Historian
- Oversees the Poet Laureate and Youth Poet Laureate program
- Oversees marketing, social media and public relations plan for Arts Commission programs. Writes copy for marketing, event invitations, eblasts and Arts Commission news
- Oversees Arts Commission website
- Oversees Community Gallery program and staff implementation of programs and exhibits
- Oversees Public Art program, including public art purchases, Art on Loan and calls for Public Art
- Manages City's involvement in international arts and cultural organizations including coordinating visits from foreign dignitaries, participation in international exchanges of art and artists, representing the City at related meetings
- Supervises preparation of RFP's directed at specific programs and projects, including Lodgers' Tax for the Arts funding, calls for gallery artists, calls for public artists and Community Arts Development funding; reviews applications and hires contractors with expertise in areas such as economics, strategic planning, marketing and social media, graphic design, and audience development

---

## Attachment C: Santa Fe, NM – Continued

- Oversees annual programs and events, such as Mayor’s Arts Awards, Youth Culture Passport and Southside Summer
- Serves on various boards, committees and task forces charged with development and promotion of arts programs and culture

### MINIMUM QUALIFICATIONS

#### EDUCATION AND EXPERIENCE

Bachelor’s Degree in Arts Administration, Art History, Public Administration or other related field; and six (6) years progressively responsible experience in a combination of arts administration and business processes; or an equivalent combination of education and experience.

#### ADDITIONAL REQUIREMENTS

Must possess a valid New Mexico driver’s license and obtain a City of Santa Fe driving permit within three (3) months of hire.

#### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of grants and special funding environment available to the city; various federal programs receiving short or long term financial assistance; grantsmanship and related funding information network; Santa Fe arts community; nonprofit arts and cultural organizations and best practices; general office maintenance and practices; computer accounting applications and various software financial programs (MS Word, Excel, Power Point); operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations; modern office practices and procedures; modern filing systems related to alphabetical and numeric files; administrative procedures; basic accounting and bookkeeping; basic principles of supervision. Knowledge of local arts agency functions, artistic media and processes, nonprofit management and finances, public art project management, community visual arts spaces, and national trends in grant making for the arts.

Skill in the operation of a personal computer with work processing software; in effective communication, both verbally and in writing; and developing and maintaining effective interpersonal relations.

Ability to act in a conscientious manner; use good judgment; analyze and interpret various records and reports; exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative information; operate personal computer (windows) utilizing various programs to produce or compose formal documents, reports and records; establish and maintain comprehensive records and files; work with the public and develop effective working interpersonal relationships; communicate effectively, both verbally and in writing; operate a calculator, copy machine, computer, and other types of standard office equipment; represent the City of Santa Fe as its public face and advisor on arts and culture; and, fundraise to support programs of the Commission.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT

Work is performed in a typical office with appropriate climate controls. Tasks require a variety of physical activities such as walking, bending, and standing, stooping, sitting and reaching. Duties performed require good hearing and visual acuity. Common eye, hand, finger dexterity are also required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Attendance at evening meetings and overtime work are required. Requires exposure to VDT's CRT's or UV rays. Occasional travel required in the normal course of job performance.

ADA/EEO Compliance



---

## Attachment C: Santa Fe, NM – Continued

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

### VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe. Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: [www.santafenm.gov](http://www.santafenm.gov); or apply online at [www.santafenm.gov](http://www.santafenm.gov). Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. Incomplete applications may delay or exclude consideration of your application.

### ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

### VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment.

The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.