

**Chapter 3-12**  
**DEPARTMENT OF ARTS AND HISTORY**

**Sections:**

- 3-12-01      CREATION**
- 3-12-02      DIRECTOR**
- 3-12-03      POWERS; DUTIES**
- 3-12-04      DIVISIONS**

**Section 3-12-01   CREATION**

There is hereby created an administrative department within the City to be known as the Department of Arts and History.

**Section 3-12-02   DIRECTOR**

There is hereby established the office of Director, who shall superintend, direct and manage the Department in accordance with the policy, budget, and regulations adopted and promulgated by the Boise City Arts and History Commission and, as may be required by ordinance, ratified, adopted and approved by the City Council and Mayor. The Director shall be appointed by the Mayor by and with the advice and consent of the Council. This is an at-will position.

**Section 3-12-03   POWERS; DUTIES**

In addition to those powers, duties and functions necessarily or fairly implied or incidental to, or those essential to the management of the Department, the Director shall have the following expressly delegated and specified powers, duties and functions:

- A.    Exercise general supervision, subject to the direction, orders, rules and regulations adopted and promulgated by the Arts and History Commission and, as may be required by ordinance, rules, regulations, resolutions and ordinances ratified, adopted and approved by the City Council and Mayor, over all officers and employees of the Department regarding the conduct of visual, literary, performing arts and history programs; management of the public art or cultural assets; the acquisition, planning, protection, operation, maintenance, development and use of public art, historical artifacts or other cultural assets as may be assigned to the Department.
  
- B.    Keep in proper books and records a full and accurate account of all monies received and disbursed by the Director and Department on behalf of the City, specifying the time of receipt and disbursement, from whom received and to whom disbursed, and on what account received and disbursed and how paid, and specifically to supervise the receipt, collection, disbursement and accounting of

revenue to the Treasury as directed by the Director of the Department of Finance and Administration.

- C. Employ, supervise and direct all officers and employees in charge of any unit of the department, including the implementation and establishment of employee performance standards and procedures for employees of the department, including, but not limited to establishment of a dress code, duties assigned to the department's employees and procedure manuals for the conduct and operation of day to-to-day management.
- D. Prepare, submit and furnish such information and perform such duties and services at the time and in the manner required by the director of the Department of Finance and Administration for the preparation of the annual preliminary and final budgets.
- E. Furnish and provide, upon request of the Mayor, City Council and any other department, reports, services, labor, materials and information as may be requested and as his or her own resources permit, through the same procedure and subject to the same audit control as other receipts and disbursements are incurred.
- F. Perform such other functions and duties as required of him or her by the Arts and History Commission, the Mayor, the City Council and ordinances now in existence or hereinafter enacted.

#### **Section 3-12-04 DIVISIONS**

The Department shall be divided into the following divisions:

- A. Arts
- B. History

Additional divisions may be added as the department grows and diversifies into areas such as cultural tourism, promotion of Boise as a film location or Sister City relationships.