

Wells County, North Dakota

Wells County Courthouse
700 Railway ST N #306
Fessenden, ND 58438
(701) 547-3319

Job Description

Job Title: Festival Hall Manager	Job Status: Contracted
Department: Festival Hall	FLSA Status: N/A Contracted
Reports To: Board of County Commission	Effective Date: October 2019

❖ Nature of Work:

As a contracted manager, the Festival Hall Manager is responsible for all aspects of managing the use of the Wells County Festival Hall.

❖ Essential Functions of Work:

- Maintains a calendar of rentals.
- Collects appropriate rent and turns it into county treasurer.
- Responsible for ordering and inventory of cleaning supplies.
- Responsible for cleaning the hall after all rentals.
- Responsible for snow removal to my ability with assistance of road department when needed.
- Coordinates services between renter and law enforcement for security purposes.
- Coordinates services between renter and licensed liquor holder for premises.
- Coordinates any plumbing or heating issues with necessary contractors.
- Perform other duties with similar skill, responsibilities and work conditions, pertaining to the management of the Festival Hall, as required.

❖ Requirements of Work:

- Ability to create a positive work atmosphere by communicating and maintaining a professional manner with County Officials, employees, and members of the public.
- Ability to work irregular schedules and in high stress situations.
- Ability to perform light physical work and carry up to 50 pounds; the ability to stand, walk, sit, bend, twist, kneel, and reach; the ability to talk and hear in person or by telephone; and the ability to see and read.

❖ Desired Minimum Training and Experience:

- High School diploma or GED.

❖ **Clarification Clause**

This management description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the management of the Festival Hall. It is intended to be a reasonable outline of those principle elements essential in the Contractor's managing duties related to the Festival Hall. The management description does not constitute an employment contract or an employment agreement. The County reserves the right to modify this description at any time.

Contractor's Signature

Date

Wells County Commission Chairperson Signature

Date