

**\*\* This is a preliminary job description of duties for the Wood County Resiliency Center.**

#### **FACILITY**

- Direct supervisor is county administrator and the county commission
- Meet with County Administrator once every 2 weeks
- Keep track of financials of the building

#### **RESERVATIONS & EVENTS**

- Coordinate with affected organizations in the event of an emergency requiring usage of center
- Establish a relationship with the Health Department
- Work closely with Emergency Services Director
- Promote the center
- Manage reservations for all Resiliency Center usage including setup and tear down
- Manage reservations for county parks and meeting rooms in other buildings
- Establish relationship with area hotels and motels through the CVB
- Coordinates the development of the annual operating calendar, activity schedules and projections for attendance
- Coordinate with clients and collect deposits, insurance certifications, health and/or alcohol permits, signed contracts and payments for charges incurred
- Meet with clients and conduct pre-event and post-event inspections
- Assess any additional costs (cleaning, etc.), invoice the clients and maintain payments.

#### **ENVIRONMENT**

- Oversee environment of building
- Review all utility bills for building
- Oversee cleaning of facility and perform small cleanups as needed
- Coordinate the cleaning of windows
- Ensure salt is in all rooms in case of spill (coordinate with Nolans)

#### **KITCHEN**

- Coordinate and screen food caterers
- Establish kitchen usage rules including cleanup after use
- Make sure kitchen remains clean and clear of unwanted supplies
- Keep ice machine clean
- Work with WVU Extension Agent for supplies and their usage

## **MANAGEMENT**

- Oversee management of key cards
- Establish rules for meeting rooms including a pre and post usage inspection
- Establish usage sheet for projectors
- Keep refrigerators clean in meeting rooms
- Coordinate the setup of circuit court if needed
- Set up a routine for evening meetings

## **MAINTENANCE SIDE OF BUILDING**

- Program screens in bay area as needed
- Make sure building is secure during non-use days (especially from the maintenance side)
- Keep garage doors closed when not in use
- Check and coordinate carwash supplies and ensure area is secure from rest of building

## **SCHEDULED MAINTENANCE**

- Coordinate with maintenance department for all needed repairs to facility
- Schedule routine maintenance of backup generator with maintenance department
- Ensure maintenance department side of building remains tidy
- Ensure maintenance department is keeping up with HVAC routine maintenance

## **MISCELLANEOUS**

- Review security camera feeds as needed
- Establish routine for building entry (by cell phone??)
- Manage flags (half mast, need of replacement, etc.)
- Coordinate maintaining exterior of building
- Ability to work nights, weekends and holidays as required by event schedule.
- Ability to perform effectively under significant pressure typically associated with meeting the demands and timetables of events and customers