

BLAND COUNTY JOB DESCRIPTION

POSITION: General Manager, Wolf Creek Indian Village

DEPARTMENT: County Administration

EMPLOYMENT STATUS: Exempt

Position Definition

Under the supervision of the County Administrator, directs the operation, maintenance, construction, and upkeep of the museum, village and related grounds and facilities. This position will be responsible for supervision and scheduling staff, coordinating grants and other funding opportunities, assisting with tours, and other duties as necessary to effectively and efficiently operate the Museum and Village.

The General Manager will continually update the County Administrator and the Economic Development Authority on staff performance, financial status, and overall operations of the Museum and Village

Duties:

- Coordinates scheduling of staff for maximum efficiency
- Operate various types of office and construction equipment.
- Assists in the design of and the reconstruction of the Village
- Insures accurate records of personnel time and attendance
- Investigates complaints by staff and visitors
- Attends meetings and performs general duties and administrative tasks as required.
- Monitors security systems to ensure proper security in place.
- Maintains an open line of communications with staff, EDA, and various tourism organizations
- Provides accurate information, records and statistics upon request.
- Develops and prepares the annual budget; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines.
- Make subject matter presentations before various groups.

- Plan, organize, implement and evaluate the operations of the Village and Museum
- Work to resolve problems or conflicts between staff, vendors, or others as necessary.
- Provide monthly reports to the Bland County Board of Supervisors and EDA
- Provide accurate information, records and statistics per FOIA
- Performs any other duties designated by the County Administrator not specifically described in the job description.

Knowledge and Abilities

Knowledge of:

- Procedures of personnel management
- Budget preparation, implementation and control
- Oral, listening and written communication skills
- Principles and practices of time and organizational management
- Applicable laws, codes, regulations, policies and procedures
- Computers, software and other telecommunications equipment
- Comprehensive knowledge of museum operations and American Native culture

Ability To:

- Train and educate staff
- Analyze situations accurately and adopt an effective course of action.
- Interact with appointed boards and commissions
- Meet schedules and time lines
- Work independently with little direction
- Multitask and properly delegate

- Plan and organize work
- Work courteously and tactfully with customers and employees

Education and Experience:

Any combination equivalent to: BA or BS degree in personnel management or related fields. Demonstrated ability to effectively manage, time, projects, budgets, and personnel.

Dev. September 1, 2010

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