



West Virginia Department of Agriculture

1900 Kanawha Blvd. E., Charleston, WV 25305
304-558-3550

Walt Helmick
Commissioner

VACANCY ANNOUNCEMENT

Title: Conference Center Manager
Salary: Commensurate with Experience
Headquarters: Cedar Lakes Camp and Conference Center, Ripley, WV

Send Resume & WVDA Application to: Anne Oravec, Executive Assistant
West Virginia Department of Agriculture
1900 Kanawha Boulevard, East
Charleston, WV 25305-0170
Phone: 304-558-2221
E-mail: aoravec@wvda.us

Application may be obtained at: www.agriculture.wv.gov/Resources

Closing Date: Open Until Filled

Nature of Work: Under limited supervision, an employee at this level is responsible for the management, operation, maintenance, and protection of a state-owned camp and conference center providing services and facilities to the public which emphasizes training, recreation, lodging, and dining. Plans, develops, establishes, manages, and markets conference center programs and events in compliance with funding source(s), regulations, and reporting requirements. Employee is guided by statements of policy and outlined assignments from supervisory personnel but is required to exercise considerable discretionary judgement and initiative in planning and directing facility programs in the areas of building maintenance, equipment maintenance, grounds maintenance, housekeeping, sanitation, public relations, law enforcement, personnel management and training, visitor activity programming, federal and state regulatory compliance, accounting, recordkeeping, revenue production, budget preparation and control, public safety, and all related endeavors. Performs related work as required.

Examples of Work:

- Plans, develops, establishes, manages, and markets conference center programs and events in compliance with funding source(s), regulation, and reporting requirements.
- Devises new operational methods and techniques.
- Prepares and/or approves work reports, purchasing documents, payrolls, revenue reports, expenditure reports, inventories, etc.
- Oversees event preparation and liaise with event coordinators, vendors, and other support personnel to monitor activity throughout the camp and conference center.
- Receives and deposits payments per the WV State Treasurer's Office cash receipt procedures.
- Makes recommendations and initiates repairs, maintenance, and/or renovations of structures, grounds, facilities, trails, fences, roads, and other physical features of area.
- Inspects completed work in all areas of operation.
- Supervises the preparation and maintenance of administrative records, files, and reports.
- Communicates clear direction, manages for results, and leads organizational change.
- Assigns responsibility, takes corrective actions, demonstrates leadership in evaluating, developing, and motivating employees.
- Assists Front Desk, Housekeeping, and Maintenance sections in any way possible to ensure guest satisfaction and camp and conference center operations efficiency.
- Handles and resolves both written and verbal guest complaints.
- Other duties as assigned.

Working Conditions:

Ability to sit, stand, and walk, drive, operate a computer, public speaking and outside work. Possible work in extreme weather including heat, cold, rain and snow. Occasional bending, stretching, stooping and lifting < 50 pounds.

Required Knowledge, Skills and Abilities:

- Knowledge of business management practices.
- Knowledge of personnel management practices.
- Knowledge general managerial, operational, and technical procedures/methods.
- Ability to train and manage a varied staff.
- Ability to develop good working relationships with supervisors, employees, and the general public.
- Ability to plan, assign and supervise work of employees.
- Ability to issues oral and written instructions in a clear, concise manner.
- Ability to prepare comprehensive work plans, records, and reports.
- Ability to make sound decisions.
- Ability to effectively deal with personnel matters.

Minimum Qualifications:

- ♦ **Training:** Graduation from an accredited four-year college or university with a major in marketing, hospitality management, business development, business administration, or closely related field.
- ♦ **Experience:** Three years of full-time or equivalent part-time paid experience directly related to the area of assignment, two years of which must have been in responsible administrative or supervisory capacity.

Additional Requirements:

Satisfactory pre-employment drug and alcohol testing.

Satisfactory pre-employment law enforcement background investigation, including DMV records.

Must maintain a positive image of the Commissioner, West Virginia Department of Agriculture, and the State of West Virginia.