**Tallapoosa County**

**Job Description**

Job Title: Agribusiness Center Manager

Grade: 12

Department: Ag Center

Job Description Prepared: April 30, 2025

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: County Administrator

Other Internal Contacts: All County Departments and Employees

External Contacts: Business and Community Organizations, State and Federal Officials, Representatives of Cities within the County, & General Public

Job Summary

The Facility Manager will oversee the construction of a 60,000 square foot facility designed to host agricultural and student events. This role includes supervising the general contractor, ensuring project milestones are met, and maintaining high standards of quality and safety. Additionally, the Facility Manager will be responsible for scheduling events, managing facility upkeep, and ensuring smooth operations.

Job Domains

1. Construction Oversight
2. Supervise the general contractor’s work to ensure adherence to project timelines, budgets, and quality standards.
3. Conduct regular site inspections to monitor progress and compliance with safety regulations.
4. Coordinate with architects, engineers, and other stakeholders to address any issues or changes in the project scope.
5. Event Scheduling and Management
6. Develop and manage a comprehensive event calendar for the facility.
7. Coordinate with event organizers to ensure all logistical needs are met.
8. Oversee the setup and teardown of events, ensuring efficient use of space and resources.
9. Facility Maintenance
10. Implement and manage a maintenance schedule to ensure the facility remains in optimal condition.
11. Coordinate with maintenance staff and external vendors for repairs and upgrades.
12. Ensure compliance with health and safety regulations.
13. Administrative Duties
14. Prepare and mange budgets related to facility operations and maintenance.
15. Maintain accurate records of all activities, including construction progress, event schedules, and maintenance logs.
16. Provide regular reports to senior management on facility status and performance.

Knowledge, Skills, and Abilities

1. General knowledge of computers and usage.
2. Writing skills to compose correspondence.
3. Math skills to keep accurate account of bookkeeping transactions.
4. Reading skills to interpret policies, procedures, and laws.
5. Knowledge of County and department policies and procedures.
6. Knowledge of County procurement policies.
7. Ability in organizing work, establishing, and maintaining an organizational structure, and delegating authority.
8. Ability to supervise, train, discipline, evaluate, and coordinate to work with others.

Approvals

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Name Title Date

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Name Title Date