



CASCADE

--- TOWNSHIP ---

2025 75TH ST. NE
Rochester, MN 55906
www.cascadetownship.us

Job Description Town Hall Manager

Definition

The Town Hall includes the portion of the building constructed in 2010 and does not include the shop or the supporting systems housed in the shop and does not include the grounds outside the Town Hall.

Objective

To maintain the facility on behalf of the citizens to the best of the ability of the Town Hall management.

Building Management

1. Internal climate control
2. Shrubs and flowers immediately around building
3. Secure contracted repairs
4. Secure contracted cleaning
5. Maintain all keys and security of the building
6. Coordinate garbage removal
7. Coordinate building set ups for Township events, all elections and rentals

Property Management

1. Manage and maintain inventory of all property inside the building
2. Manage all electronic equipment such as copier, computers, monitors, Wi-Fi and PA system
3. Update existing furniture and equipment when needed
4. Manage flag raising and lowering and manage half-staff responses

Rental Management

1. Coordinate rental of the Town Hall with the public
2. Maintain all policies and procedures related to the rental of the Town Hall
3. Coordinate with Town Board any fee waivers considerations. Town Hall rental fees will be waived for all Home Owner's Associations located within the Township.
4. Make any decisions needed for the operation of the Town Hall
5. Evening and weekend availability for calls from and support of rental parties.
6. Ensure any Township liability is minimized or insured

Delegation of Authority and Duties

The Town Board retains authority in the areas of policy creation and budget. The public may appeal decisions to the Board. The operational decisions are delegated to the Town Hall Manager. The Town Hall Manager may delegate at will. In the absence of the Town Hall manager, the Board members may assist in the operations. However, attempts by individual Board members to assert unilateral decisions over the Town Hall manager without a majority of the Town Board will be considered a violation of Board policy.

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Items not managed by Town Hall Manager and provided by Road Maintenance staff

1. Maintenance of fire extinguishers
2. Order and maintain all bathroom supplies, light bulbs etc.
3. Order new flags and maintain flagpole
4. Maintain all sidewalks, lawn and outside property other than shrubs and flowers