



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0859

GOVERNOR'S RESIDENCE MANAGER

GRADE K

SCOPE OF WORK:

The individual in the position assigned this classification works directly for the Governor and the First Lady on issues that relate to the executive function and maintenance of the executive residence. The Manager must maintain strict confidentiality and project an exemplary business attitude while providing for the safety and special needs of the Governor and the Governor's family.

DUTIES PERFORMED:

- Coordinate First Lady's schedule with the Governor's office for all social and official functions.
- Supervise and coordinate the work activities of personnel responsible for maintaining the Governor's residence and grounds.
- Plan and direct all phases of the food service program at the residence; purchase and/or rent needed equipment and supplies.
- Act as liaison between the Governor's Office and various organizations and departments when making arrangements for receptions, luncheons, dinners, meetings, etc.; serve as official greeter at functions.
- Plan and coordinate travel arrangements; chauffeur the Governor, the First Family, and other state officials to meetings and other special functions.
- Maintain security at the residence to prevent the entry of unauthorized individuals.
- Conduct tours of the Governor's residence for groups and special events.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.
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MINIMUM QUALIFICATIONS:

Requires the completion of a bachelor's degree and three years of administrative or law enforcement/security related work experience with demonstrated skills in public relations, protocol, or coordinating and scheduling major public events. Full-time work experience in the above mentioned areas may substitute for the education requirement on a year for year basis.

Eff. Date: 10/78

Rev: 7/92 - Changed class code, factored, new format

Reviewed: 9/96 - Rewritten in current format

Rev: 7/12 - Conversion to Hay System