

## Union Public Schools Job Description

**Position Title:** UMAC Office Event Manager  
**Department:** UMAC  
**Reports To:** UMAC Marketing Director

**FLSA Designation:** Non-exempt

**SUMMARY:** Under general direction, provide administrative and event assistance for the Union Public Schools UMAC management office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Provides day-to-day administrative support including answering phones, sorting mail, keeping office supplies stocked and researching new equipment purchases.
- Processes Facility Use Request Forms for UMAC.
- Assists with the financial affairs of the UMAC management office, including but not limited to requisitions and purchase orders, budgeting, tracking, expenditures/income and preparing financial reports.
- Assists with ordering supplies, staffing, tracking expenditures/income for UMAC Concessions, as well as monitoring Concessions activities during UMAC events.
- Provides clerical assistance in office, including copying, mailings, etc.
- Provides administrative support for UMAC Marketing Director and UMAC Event Coordinator.
- Assists with the coordination and monitoring of activities/event related to the UMAC.
- Assists with coordinating the facility/departmental operational services during activities/events.
- Assists in scheduling and booking of events.
- Answers client/patron questions and provide assistance.
- Demonstrates continuous efforts in improving operations, working cooperatively and jointly with other UMAC and District Departments to provide optimal services to the District and community.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High School diploma or general education degree (GED) plus one (1) year previous office experience. Bookkeeping experience; knowledge of public school financial process preferred. Demonstrated ability to operate a personal and mainframe computer. Computer experience should include use of spreadsheet, database and word processing software. Event planning experience preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, students, outside event clients and attendees.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to pass a typing test at a minimum of 55 words per minute. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies. Ability to multi-task with attention to detail. Ability to work flexible hours including evening and weekends when needed.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is frequently required to walk and stand for extended periods of time. The employee is occasionally required to assist with event set up and tear down. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee may be employed to work both indoors and outdoors and under adverse weather conditions. The employee is continuously interacting with the staff.

The noise level in the work environment is usually moderate.