



# Uintah County

## Job Description

<b>Title:</b>	Office Manager	<b>Code:</b>	432
<b>Division:</b>	Administration	<b>Effective Date:</b>	3/07
<b>Department:</b>	Western Park	<b>Last Revised:</b>	3/07
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	25

### GENERAL PURPOSE

Performs a variety of **administrative support and complex clerical duties** related to assisting in the organizing and coordinating the day-to-day operations of Western Park.

### SUPERVISION RECEIVED

Works under the general supervision of the Western Park Manager.

### SUPERVISION EXERCISED

May provide close supervision to Secretary or temporary and seasonal clerical support staff.

### ESSENTIAL FUNCTIONS

Performs general office management duties; shares responsibility for booking, coordinating, and facilitating events, including, meetings, conventions, weddings, auctions, rodeo, equine events, livestock venues, musicals, stage productions, concerts, trade shows, county fair, etc.; makes attendance estimates and plans and schedules concession requirements.

Maintains event calendar ensuring accuracy of commitments and the prevention of double or overlapping bookings; accounts for technicalities associated with pre-event and post-event time demands.

Coordinates with Western Park staff in scheduling and organizing various set-up logistics for events; maintains ongoing contact with clients as needed to ensure client satisfaction and positive customer relations.

Assists park manager in various aspects of human resource management; upon request and approval, initiates recruitments for vacant positions; conducts general seasonal recruitments for temporary event and seasonal staff; recruits, hires and trains admission gate attendants.

Performs various financial duties for the park; performs daily tasks associated with accounts receivable, processing accounts payable, collecting and depositing funds; monitors various accounts and expenditures to ensure compliance with established budgetary guidelines and limitations; participates in the development of annual budget; performs venue fiscal control functions related to ticket sales, ticket control, revenue accounting, prepares deposit for gate receipts, etc.

Provides first-line-of contact with park clients, customers, and patrons; assists in contract management; provides quality customer relations to increase the probability of repeat event scheduling.

Coordinates and monitors long-term and short-term utilization of facilities, including stalling, campground, RV lot rentals, etc.; coordinates staff assigned to oversee and monitor rented operations.

Provides administrative and managerial support for Ice Rink operations; monitors revenues, performs daily balancing of receipts and prepares deposits; performs after-hours deposits; monitors rink schedule, books league and club time, schedules open public skate time, etc.

Provides administrative secretarial support to Park Manager and board meetings; attends board meetings, prepares agenda and meeting packets, takes minutes, transcribes minutes; prepares and composes correspondence as needed.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school, plus one (1) year of specialized training;

AND

B. Four (4) years of progressively experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** event management, concession planning; contract negotiations; modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric, paper and electronic files; personal computer operations and various program applications such Windows OS, Microsoft Office, Excel, Microsoft Word, Outlook, etc.; telephone etiquette, various office machines, i.e., ten key, copy machine, etc.; policies and procedures of the department. **Some knowledge of** administrative procedures; of legal processes associated with the maintenance of public records and documents; interpersonal communication skills, Accounts Receivable and Payable processes; bookkeeping and basic accounting.

**Skill in use of** cooperative problem solving; operating telephone, typewriter, computer, calculator, fax and copy machines, scanner, postage machine, adding machine; basic math skills, English and grammar skills.

**Ability to** exercise initiative, independent judgment and to act resourcefully under varying conditions; communicate effectively verbally and in writing; establish and maintain effective working relationships with fellow employees, customers, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files; operate automobile.

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Periodic walking, standing, stooping, sitting, reaching, required in normal course of performing essential duties. Talking, hearing and seeing valuable to effective performance of the job. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)