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Utah Education Association
Vacancy Announcement
Office Manager

Date of Posting: July 2, 2018 Closing Date: July 16, 2018
Employment Date: September 1, 2018 FLSA Classification: FT/Exempt
Salary: Starting salary is \$47,904 - commensurate with training and experience.
Excellent insurance, retirement and leave benefits.

This is a middle-management position which is FLSA-exempt, requires strict confidentiality and the ability to work beyond a traditional forty-hour work week.

Position Summary and Activities

- Performs human resources and benefits administration functions; participates in the hiring and terminating of staff.
- Supervises a team of seven support staff personnel; assigns work as necessary to facilitate an even workload among support staff; and coordinates training for support staff.
- Coordinates the services provided by an outsourced janitorial company and other applicable vendors.
- Manages office operations to ensure efficiency and productivity.
- Maintains the inventory of association assets; prepares and submits annual property tax reports.

Education, Experience and Skills

- Five years of related experience with demonstrated success including; human resources management; benefits administration; working knowledge of state and federal labor law.
- Ability to perform general and complex calculations; competency with Microsoft Office suite.
- Competency in reading, speaking, writing and composition;
- Experience in personal property inventory processing, maintenance and property tax preparation.
- Project management experience; excellent organizational skills; ability to perform multiple tasks with frequent interruptions.
- Leadership experience; excellent supervisory skills; interpersonal communication skills and telephone etiquette.
- Self-motivated; ability to work independent of supervision; possess a high level of professionalism in attitude, appearance and interaction with others.
- Ability to establish and maintain effective working relationships with staff, members and the public.
- Commitment to maintaining strict confidentiality; establishing and maintaining comprehensive records and files.

Submit a letter of interest, resume and three professional references with contact information to:

Rena Coste, interim Executive Director
Utah Education Association
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