



Kalamazoo Regional Educational Service Agency Job Description

Job Title: REMC Manager
Reports To: Director of Technology and Media Services
FLSA Status: Non-Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 03/2002
Last Revised Date: 04/2016

Summary:

Maintains highest quality and productivity by monitoring the day-to-day operations.

Essential Duties and Responsibilities:

- Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook
- Keeps daily attendance records
- Works with REMC Administrator to develop job descriptions and performance standards
- Identifies training requirements including primary job functions and cross-training
- Screens and interviews job applicants and makes staffing recommendations to REMC Administrator
- Provides input and assists REMC Administrator with performance evaluations
- Tracks and audits time sheets
- Writes requisitions and proposals for production supplies and equipment
- Completes and files production records; produces monthly and year-end reports
- Assists in maintaining a safe and efficient work environment
- Provides job estimates, as required
- Regular and consistent attendance
- Other duties as assigned

Education and/or Experience:

Associates degree (A.A.) or equivalent from two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

Certificates, License, Registration:

If applicable.

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience

Ability to communicate effectively including listening

Delegates work assignments as appropriate

Keep administrator abreast of department activity

Works in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to problem solve

Other Skill & Abilities (cont.):

Ability to read, analyze and interpret data

Ability to write reports, correspondence, policies and procedures

Maintains confidentiality

Displays willingness to support and make decisions with sound judgment in timely manner

Develops strategies to achieve department goals

Performs duties as workload necessitates

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

Supervisory Responsibilities:

Supervises REMC staff and oversees daily activities.

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 the job, the employee is regularly required to stand, walk, sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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. The noise level in the work environment is usually moderate.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.