



## POSITION DESCRIPTION

**Position Title: ASSIGNMENT SECRETARY (Independent Contractor)**

### **Pre-Requisites:**

In order to achieve and maintain status as a Northwest Umpires Association (NWAU) Assignment Secretary and assist in accomplishing NWAU Mission, the following elements are required:

- Possess, display and maintain sufficient communication-technology skills necessary to discharge the duties of NWAU Assignment Secretary;
- Possess, display and maintain sufficient skills and abilities such as the ability to multi-task, with proper disposition and temperament, during highly intense and arduous periods;
- Possess and display excellent communication skills, e.g., writing, speaking, interpersonal, problem-solving and processing; and
- An ability to assist in achievement of the NWAU Mission, while advocating for and balancing needs of Clients and Umpires.
- Familiarity with sports, particularly baseball;
- Familiarity with assigning officials for sports contests;
- Familiarity with ArbiterSports software is preferred;
- Provide administrative services to members of the Board of Directors as directed by the VP.

### **Expectations and Responsibilities:**

Continually do all that which is required to maintain NWAU Assignment Secretary status, to assist in achieving NWAU Mission by the aforementioned pre-requisites, and all of the following which include, but are not necessarily limited to:

- Conformance with all expectations and responsibilities as outlined by this Position Description;
- Report and be responsible to the NWAU Vice-President for duties, projects and tasks, and report, in a timely fashion as prescribed by the BOD, any progress or challenges in the completion of aforementioned duties, projects and tasks;
- Utilize all ethical and proper means, methods, strategies and techniques in assuring our contractual obligations to clients are served in providing proper umpiring services;
- Assist all NWAU Clients and NWAU Members in properly processing any questions, problems, issues or concerns which are germane to the expectations and responsibilities of the Assignor;
- Participate annually in a performance review process as prescribed by NWAU and the BOD, and work mutually in developing an Assignment Secretary Performance Improvement Plan (PIP);
- Work closely with the CFO on revenue and expense flow; and
- All other duties as assigned and agreed to in umpiring assignment agreement.

NWAU Assignment Secretary to be appointed and re-appointed on an annual basis. The person holding this position acts as an independent contractor, and is **not** employed by NWAU.

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All efforts shall be made to keep both this Position Description, and the NWAU Assignment Secretary Agreement, consistent and congruous. Should such an occasion arise that there is an issue to be resolved between the Assignment Secretary and NWAU, where language in either respective document may contradict the other, the Umpire Assignment Secretary Agreement Language shall take precedence. Any other disagreement or grievance is to be addressed via a process, and utilizing personnel, selected by mutual agreement between the Assignment Secretary and BOD.

Should the Assignment Secretary have any questions, comments or concerns regarding this Position Description or duties they may contact the Vice President.

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