

Job Title: Office Manager / Program Assistant

Department: County Extension Office

Reports to: Extension Agent

FLSA: Non-Exempt

Position Summary:

The Office Manager / Program Assistant serves as office manager for the Ag Extension Office. It is the responsibility of the office manager to help maintain a business atmosphere yet create a feeling of goodwill through the courteous treatment and efficient service.

Essential Responsibilities:

I. Serves as Office Manager:

Opens office on time and remains on duty throughout office hours. Sees that office is neat and orderly in appearance. Assumes responsibility for inventory and ordering office supplies; arranges for repairs on office equipment; prepares requisitions for accounts payable; prepares travel request for Extension Agents; plans and schedules meetings; maintains monthly records for support staff and agents; attends bi-weekly office conferences; taking and transcribing minutes; processes and files paper work; prepares reports required by department; coordinates paper flow and records; stays current on county, State, and federal procedures concerning the Texas A&M AgriLife Extension Service, Cooperative Extension Program, and files reports when necessary; gathers information for yearly budget; keep up to date database of Extension committees and grass root organizations; reviews incoming correspondence; prepares outgoing correspondence.

II. Serves as Secretary to Extension Agents:

Has good skills in typing, spelling, punctuation, and grammar. Uses preferred correspondence style and proofreads all work. Sets up priority for jobs if possible; otherwise, checks with agents regarding priorities. Uses own initiative in the absence of instruction. Types, scans, faxes, and makes photo copies. Maintains mailing list for newsletters, media, schools and elected officials; puts together and assembles teaching materials. Designs and publishes newsletters as needed. Creates programs, certificates, and activity flyers for various programs. Assist in preparing and scheduling programs and activities. Send out notices and prepare agendas for meetings and follows up with minutes. Maintains website and social media accounts associated with Bosque County Extension Office.

III. Receptionist – Public Relations:

Learns inter-relationship of Texas A&M AgriLife Extension Service and Cooperative Extension Program with other Federal and State agencies and local associations and organizations to the extent that they can properly direct office callers wanting information available from agencies, associations or organizations. Gives prompt and courteous answers to questions of office callers. If agents are out of office, supplies information when possible and keep a record of callers and information requested for agents' use if follow-up is necessary. Must be especially careful to be of assistance in a friendly business-like manner to callers.

Additional Responsibilities:

I. Telephone:

Answers telephone, properly identifies office and speaks clearly and distinctly. Handles routine inquiries on own initiative – refers other calls to appropriate agent. Keeps a record of calls received in absence of agents and delivers all messages. Knows the whereabouts of the agent and expected time of return to office as well as where the agent can be reached if necessary.

II. Incoming and Outgoing Mail:

Opens and reads incoming mail excluding mail marked administratively confidential, sorts and distributes mail to agents, assemble information needed to answer letters and attach any pertinent previous correspondence. Calls agents' attention to urgent requests or other communications requiring prompt attention. Maintains calendar of meetings, conferences, meeting room schedule and deadlines for reports requested which may be part of the information received in mail.

Understands mail regulations well enough to assist staff members in avoiding violations. Maintains official mailing lists desired by staff members. Uses the computer to maintain up to date mailing lists. Keeps mailing lists for assigned staff members current by revising periodically.

III. Financial Management:

Understands and complies with Best Practices: Financial Resource Management contained in the Resource Manual of Texas A&M AgriLife Extension Service. Collects money for various activities sponsored by Bosque County Extension. Assists with 4-H/county committees; complete documentation transfers of receipted funds. Maintains a status of being bonded as outlined in the Resource Manual.

IV. Office Machines and Computer Programs:

Is competent in the use of various office machines – fax machine, typewriter, computer, adding machine, copy machine, postage meter, scanner, binding machine, VCR/DVD TV, and digital camera. Has a working knowledge of computer programs and can utilize Email, Microsoft Office programs such as Word, Excel, Publisher, PowerPoint & programs such as Adobe etc.

V. Regulations and Policies:

Familiar with various regulations and policies that apply to the county office. Attends office staff conferences to be informed of all phases of the Extension program. Has a personal interest in the success of Extension programs in the county and willingly accepts responsibility for working with all extension agents to ensure the success of the programs.

Participates in an annual performance review conducted by the County Coordinator with input from the other Extension Agents. Participates and serves as representative attending Bosque County Courthouse meetings as requested ie; safety committee etc. to keep informed of the Bosque County Courthouse Government.

VI. Special Programs:

Assists with work on special projects such as fairs, meetings, tours, 4-H events and contests etc. as approved by the County Coordinator.

Education:

- High school diploma or equivalent is required.
- Minimum 2 years of experience in a related field; or an equivalent combination of education and related experience.

Skills:

- Working knowledge of Microsoft Office programs such as Word, Excel, Publisher, PowerPoint & programs such as Adobe etc.
- Proficient in both oral and written communications
- Ability to efficiently operate office equipment
- Required to multi-task and meet deadlines
- Ability to handle multiple tasks and make deadlines

Physical Requirements:

- Ability to lift/carry 50+ lbs. to waist high level occasionally.
- Must be able to sit in a stationary position at least 50% of the time.
- Must be able to walk, stand, and move about inside the office and other departments.
- Ability to bend, twist, stoop, kneel, and reach to retrieve files and equipment.
- Ability to see, hear and use fine motor skills to operate a computer and various office equipment.
- Must be able to talk and communicate with others and give accurate information.
- Ability to drive vehicle in all types of weather conditions.

Limitations and Disclaimer:

The above job description is meant to describe the general nature of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

Job Description:

All job requirements are subject to possible modification to reasonable accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with federal and state laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitude to perform each duty proficiently. Continued employment remains on an “at will” basis.

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Employee’s Signature

Date

Department Head Signature

Date