

Lake County, South Dakota

POSITION DESCRIPTION

Extension Office Manager

OVERALL FUNCTIONS:

This position contributes to the efficient operation of the Lake County Extension Office by providing administrative support and performing routine and complex clerical tasks for departmental programs, including 4-H.

NATURE AND SCOPE OF JOB:

A single position reporting to the Lake County Commissioners and the 4-H Youth Program Advisor. This is a full-time position. This position does require occasional evening and weekend work.

MINIMUM QUALIFICATIONS:

Graduation from high school or GED equivalent. Possession of a valid driver's license.

PREFERRED QUALIFICATIONS:

Associate's degree in business, administrative studies, or a related field. One (1) year of administrative assistance experience is preferred. Comparable combination of education and experience may be considered.

SPECIFIC RESPONSIBILITIES AND DUTIES:

Below is a non-exhaustive list of duties and responsibilities. Other duties and responsibilities may be required if requested.

1. GENERAL ADMINISTRATIVE DUTIES

- Assist the public as the first point of contact for the department by answering the phone, greeting walk-in traffic, and answering routine inquiries related to departmental operations and/or directing inquiries to the appropriate personnel
- Sort and screen incoming and outgoing mail, both paper and electronic
- Compose routine correspondence, newsletters, reports, forms, and related items, ensuring accuracy, completeness, and timeliness
- Perform data entry and post information to manual and computerized records, logs, and databases
- Compile information and data for, prepare, and distribute periodic statistical reports
- Establish and maintain a filing system
- Serve as the custodian of department documents and records
- Assist the public in completing and processing of required documents and forms
- Maintain a neat, professional office area
- Schedule appointments for various extension office services
- Manage the scheduling of the Lake County Extension and 4-H Buildings
- Monitor, order, and track office inventory and supplies
- Attend training sessions and meetings as required
- Supervise the Pesticide Applicator Testing program in Lake County, gives exams, and communicates with the South Dakota Department of Agriculture regarding pesticide applicator licensing
- Perform other duties as assigned

2. 4-H PROGRAM DUTIES

- Maintain 4-H membership data and process new membership applications
- Answer questions related to 4-H membership and the program in general
- Maintain the 4-H online program
- Assist with the development and publication of the county 4-H newsletter
- Assist with volunteer management, including identification, orientation, training and recognition, for both youth and adults, to ensure the capacity to offer programming is maintained and grown over time
- Assist with the development and facilitation of educational programs and project workshops in programming priority areas including, but not limited to: leadership, science, agriculture, and health and wellness,
- Assist with the coordination of countywide 4-H events, such as preparations for the annual recognition event and horse show
- Assist 4-H volunteers with fundraising activities
- Assist with entering data for any 4-H reporting requirements, such as the ES237 Federal YD4-H Report
- Assist in maintaining permanent 4-H county records and awards
- Maintain a computer record keeping program, enrollments, permanent records, health forms, livestock affidavits, Horse ID, volunteer leader forms, State Fair Livestock entries, State Horse Show entries, and Club Charters
- Maintain detailed records for federal, state, and county projects
- Provide administrative support for 4-H fair events, including but not limited to: tracking entries, contacting judges, maintaining the Fair Entry program, preparing scoresheets, ordering ribbons, awards or trophies
- Assists with coordinating several areas of State Fair preparation
- Promote the State 4-H Leaders Association
- Keep the kitchen in neat and sanitary condition and maintain inventory for the proper level of supplies for the kitchen area

3. FINANCIAL DUTIES

- Maintain and monitor the department budget
- Maintain accurate records of receipts and bills and prepare financial reports
- Assist with the preparation of the annual budget request
- Reconcile monthly and yearly balances
- Prepare and process bills and vouchers

4. KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of computers and modern office practices and procedures
- Skill in operation of the following tools and equipment: computer (Microsoft Office), telephone, postage meter, calculator, fax machine, copy machine
- Ability to work with frequent interruptions
- Ability to effectively meet and deal with the public
- Ability to communicate effectively verbally and in writing
- Ability to handle stressful situations
- Ability to multitask
- Ability to be precise and have a strong attention to detail
- Ability to maintain strict confidentiality
- Ability to work as a team member and to work independently as needed
- Ability to use sound judgment in making decisions

- Ability to establish and maintain effective working relationships with coworkers, other agencies, and the public
- Ability to maintain professional appearance and demeanor

5. **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT** (The physical demands, mental/motor demands, and work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:
 - Standing, sitting, talking, hearing, reaching with hands and arms, and use of hands to finger, handle or feel items, write, read, and keyboard for extended periods of time
 - Utilizing specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for extended periods of time
 - Lifting and/or moving up to 10 pounds frequently
 - Stooping, kneeling, crouching or crawling, and driving a vehicle occasionally
 - Tasting or smelling, and climbing or balancing infrequently
 - Lifting and/or moving up to 40 pounds infrequently
- Ability to adapt to the mental/motor demands of this position, which may include the following:
 - Ability to exercise flexibility for extended periods of time
 - Ability to participate in social interactions, which requires both oral and written communications, for extended periods of time
 - Ability to frequently work within time constraints, maintain a routine workflow and attentiveness
 - Ability to frequently use mathematics, memory, reasoning, problem solving, and exercise judgment
 - Ability to easily access phone/computer/manual guidance
- Ability to adapt to different work environments, which may include the following:
 - Working indoors and independently for extended periods of time
 - Working with others and around others frequently
 - Working within a moderate noise level frequently
 - Working outside the normal office setting infrequently

I have read and understand these responsibilities.

Employee

Date

Department Head / Commissioner

Date