

**RENVILLE COUNTY
POSITION DESCRIPTION**

DEPARTMENT: NDSU Extension Service

POSITION TITLE: Office Manager

STATUS: Non-Exempt

IMMEDIATE SUPERVISOR: LoAyne Voigt

DUE DATE: August 6, 2012

Employee's Name: _____

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

SUPERVISOR'S SIGNATURE: _____ **DATE:** _____

1. GENERAL SUMMARY OF RESPONSIBILITIES:

This position has the primary responsibility of office manager, office computer program management and maintaining daily office operations.

2. SPECIFIC JOB RESPONSIBILITIES: ("▪" indicates essential functions)

- Receptionist duties include greeting the public that comes to the office and directing phone calls to the appropriate resources.
- 4-H duties include maintaining accurate 4-H records, computer program, distribution of publications, fair bookwork, assisting with physical set-up of county fair activities. Fair work includes: data input, prepare 4-H fair passes, fair registration sheets, exhibit cards, raffles, premium sale sheet, money collection, work overtime hours during the fair and perform other duties that arise.
- Maintains financial records for a variety of programs including the pesticide program, RBAIA, Weed Board, Concession trailer and others; maintains office files and resources.
- Responsible for maintain the Renville County Extension Service web site.

- General office management duties include opening and disbursement of mail, inventory and order office supplies, voucher billings and complete expenses vouchers, track office budget, finalize newsletters, news articles and other written communication, coordinate mailings, sending and receiving correspondence including phone, written, verbal, e-mail and internet.
- Pesticide certification duties include management of certification program and pesticide applicator database.
- In the absence of the Extension Agents, this person is expected to maintain on-going extension education programs.
- During County Fair and the North Central Seed Show and Ag Expo position may include directing specific extension programs and activities.

3. SUPERVISORY RESPONSIBILITIES

This position has no supervisor responsibilities of employees. This position does have general supervision and is responsible to numerous 4-H members, leaders and assistant leaders, County Agricultural Improvement Association directors, and other volunteers.

4. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, and ABILITIES: ("▪" indicates essential requirement of the position)

- Associate's degree or equivalent from two-year college or technical school or six months related experience in a related field would be preferred, but not required.
- Must be able to read, analyze, and interpret general business periodicals, technical procedures and governmental regulation. Must be able to effectively present information and respond to questions from groups, individuals in person, phone requests and e-mail requests. Must be able to research questions and problems using a variety of resources including NDSU information, internet, other staff members, etc.

- Must be able to effectively use computer programs including e-mail, internet, spreadsheets, and word processing.
- Must be able to complete basic math calculations.
- Must be able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Must be able to deal with problems involving several concrete variables in standardized situations.
- Must be able to accurately keyboard at 35 wpm adjusted for errors.

5. PHYSICAL AND MENTAL DEMANDS. These support the essential functions of the position.

Must be able to stand, and sit for extended periods of time.

Must be able to use hands and fingers to handle and feel.

Must be able to reach with hands and arms.

Must be able to climb and balance, stoop, kneel, and crouch.

Must be able to talk and hear in person and on the telephone.

Must be able to lift and carry up to 50 pounds for short distances.

Must have vision correctable to near 20/20 for both close up and distance.

Must be able to discriminate colors.

Must have peripheral vision and depth perception.

Must have a valid driver's license.

6. WORK ENVIRONMENT:

Normally works indoors in climate controlled office. Occasionally travels to meetings, which may be outdoors in temperature extremes. Work environment may include moderate noise levels. Works overtime during the county fair and the seed show.

7. JOB DESCRIPTION

This is a full time position with benefits. There is a 6 month probationary period. Salary will be determined depending upon education and experience.