



## NEBRASKA EXTENSION DAWES COUNTY

Office Manager

Job Description

DEPARTMENT: Nebraska Extension - Dawes County

This position is offered by Dawes County. The Office Manager is responsible for maintaining the efficient operation of the Nebraska Extension Office in Dawes County through performance of administrative and clerical support functions. Professional and helpful interaction with staff and clientele while maintaining a high level of confidentiality and adherence to federal, state, university, and county program guidelines is required.

**SUPERVISION / REPORTING:** This position is supervised by the University of Nebraska Extension Lead Educator and reports to both the Lead Educator and the Dawes County Extension Board.

### RESPONSIBILITIES:

1. Assists Nebraska Extension staff and volunteers in timely and efficient preparation and delivery of materials for Extension programs.
2. Responds to clientele, volunteers, and Extension staff in a professional and friendly manner while maintaining confidentiality within the office.
3. Supports the role and values of the University of Nebraska - Lincoln Extension programs within Dawes County and the state.
4. Serves as a primary reception and communication conduit to transfer messages and inquiries to the appropriate Nebraska Extension staff member in an accurate and timely manner.
5. Processes orders, payments, claims, deposits, billing, and fiscal documentation in an accurate and timely manner as directed or set forth by Extension staff, the University of Nebraska-Lincoln, and Dawes County.
6. Communicates workload and tasks to the Lead Educator and Extension staff on a weekly or as needed basis so that priorities can be coordinated and collaborative.
7. Refers, encourages, and enrolls clientele to take advantage of Extension resources and programs.
8. Organizes and maintains records, forms, and documentation as needed and directed.
9. Processes and submits assigned county, UNL, and federal reports as required by programs.
10. Operates and maintains entries in databases including the UNL web pages and other electronic systems related to Extension programs.
11. Interacts with media sources to promote programs and press releases.
12. Completes assigned training for tasks related to Extension programs.
13. Other duties as assigned.

#### QUALIFICATIONS:

- High school diploma or equivalent.
- Administrative and clerical computer experience.
- Positive public interaction experience.
- College coursework preferred.

#### REQUIRED KNOWLEDGE, SKILLS, and EXPERIENCE:

1. Ability to work independently, prioritize daily work, reliably follow a work schedule, and meet deadlines without supervision.
2. Knowledge and experience using Microsoft Office software including Excel, Word, Outlook, and Access.
3. Excellent grammar and spelling.
4. Ability to interact with staff and the public in a calm and professional manner despite tension.
5. Ability to operate common office equipment and learn new equipment as needed.
6. Ability to learn and use a variety of computer and software programs, including social media platforms and design programs such as Canva.
7. Ability to receive and follow instructions both verbally and in written form in an accurate and professional manner, paying attention to details.
8. Ability to perform work in an office and field education setting which requires sitting, standing, walking, bending, limited driving, occasional adverse weather exposure, lifting up to 40 pounds occasionally, carrying 40-50 pounds occasionally, and interacting with the public in a variety of settings.

#### OTHER CONSIDERATIONS:

- This position requires a clean driving record and an absence of alcohol, drug, child safety, and criminal history.
- Normal business hours are Monday – Friday, 8:30 am – 4:30 pm with a 60-minute lunch break.
- Some schedule flexibility is required during large Extension events such as seminars and fairs.
- Pay periods are every 15 days.
- An orientation/training and probationary period of six months exists for new Dawes County hires.
- Dawes County benefits package included.