

## **Humboldt County Extension and Outreach Office Manager Job Description**

The Humboldt County Extension and Outreach Office Manager is the first point of contact with many clients. This position requires enthusiasm, organization, self-motivation, adaptability to change and workload, interest in self-improvement, punctuality, and confidentiality. The Office Manager works in a team with other office staff members. This job requires limited work outside of the normal business day to assist in carrying out the Extension and Outreach mission.

The responsibilities of this position include, but may not be limited to:

### **Office Management:**

- Maintains logistical office support; supplies, services, and temporary office coverage.
- Develops positive relationships with other county offices, campus and field specialists.
- Maintains overview of staff calendars, meeting rooms, facilities, equipment, and programming.

### **Client Relations:**

- Cordially responds to clients visiting the office by phone, e-mail, or walk-in.
- Creates a positive learning environment for clients by determining how best to meet needs utilizing the available resources.
- Serves as a link between the office and Extension partners.

### **Fiscal and Personnel Policy:**

- Performs office assistant bookkeeping duties.
- Complies with the County Extension fiscal policy regarding expenditures, receipts, and deposits.
- Coordinates accounts payable, accounts receivable, and payroll functions to ensure financial transactions are processed with the bookkeeper within deadlines.
- Interacts with 4-H club leaders with their club finances.
- Completes financial reports and provides support for the annual financial audit.
- Complies with the Humboldt County Extension Personnel Policy.

### **Continuing Education Programs:**

- Schedules the office meeting rooms and assists Extension and Outreach staff regarding programming activities in Humboldt County.
- Coordinates with program staff the Commercial and Private Applicator Training and Manure Applicator Certification programs and monitors the programs' budgets.
- Maintains database records of clients and partners.

### **Marketing Humboldt County and ISU Extension and Outreach:**

- Prepares promotional materials for ISU Extension and Outreach programming in Humboldt County; including brochures, mailings, posters, the annual stakeholder report, and other marketing items.
- Manages distribution and editing of news releases and the electronic calendar of events.
- Maintains the county website and coordinates staff submissions of social media.
- Represents the Humboldt County Extension office at activities as requested.

### **Office Responsibilities:**

- Provides administrative support to other staff in the office.
- Serves as the "Point of Contact" for information coming from the ISU Extension and Outreach.
- Provides training for temporary office assistants.

- Reports directly to the Humboldt County Extension Council with a monthly staff report.
- Prepares and assembles meeting packets for Extension Council meetings.
- Assists with the Humboldt County Fair activities.
- Other duties as requested by the Humboldt County Extension Council.

**Professional Development:**

- Participate in office professional training and regional staff meetings when offered.
- Participate in ISUEO Annual Conference and Office Professionals Annual Conference.

**Required Qualifications:**

- High school graduate.
- Bookkeeping experience.
- Clerical office experience.
- Strong communication skills – both written and verbal.
- Up-to-date computer skills (Word, Excel, Publisher, Outlook, Internet Explorer).
- Basic knowledge of social media platforms.
- Able to work independently with limited supervision.
- Knowledge of proper English grammar, spelling and punctuation.
- Ability to maintain confidentiality.
- Must have reliable transportation and a valid driver's license.
- Ability to pass the background screening to meet the Child Protection and Safety Policy.

**Additional Preferred Qualifications:**

- Experience and understanding of Extension's programs.
- Knowledge of county-based organizations, resources and agencies.

**Compensation:**

- 40-hour work week
- Hourly wage \$14.50 per hour; commensurate with experience and education.
- Employer's share of Social Security, IPERS and Medicare.
- Single health insurance coverage.
- Vacation and sick leave following a 90-day probationary period.
- In-service training related to job responsibilities.
- Reimbursement for work-related travel expenses.
- Employee Assistance Program.

This job description in no way implies that these are the only duties to be performed by the employee occupying this position. Position finalists may be asked to complete office proficiency assessments through Iowa Workforce Development. In accordance with ISU Extension and Outreach's Child Protection and Safety Policy, a background check will be completed on the selected applicant.

To apply: Contact the Humboldt County Extension and Outreach office, 727 Sumner Avenue, Humboldt, IA, 50548, or by phone at 515-332-2201, or online at [www.extension.iastate.edu/humboldt/](http://www.extension.iastate.edu/humboldt/) To be guaranteed consideration, completed applications and resumes should be submitted by November 8, 2019 at 4:30 p.m. to the attention of Jeff Goodell at the Humboldt County Extension and Outreach office. The position will remain open until filled.

Humboldt County Extension and Outreach is an EEO/AA Employer.