

**NEBRASKA EXTENSION – POLK COUNTY  
OFFICE MANAGER POSITION DESCRIPTION**

**Qualifications:**

Computer skills in word processing, desktop publishing, web page development and using data base programs. Must possess excellent organizational skills and in the use of general office equipment. Must be able to handle time management within a multitask environment; utilize required knowledge in the accomplishment of required tasks; relate to a wide variety of youth and adults; communicate effectively with other units of government and the general public; work in a harmonious manner with public and others.

**Required Knowledge:**

Knowledge in use of computer technology, including but not limited to: Quicken Financial Management, Microsoft Word, Excel, Power Point, Microsoft Movie Maker, Adobe Acrobat, Microsoft Publisher, Microsoft Photo Editor, and Youth & Fair Management programs which currently includes 4-H Online and Showworks. Ability to maintain the Polk County Extension website and attend computer training through University of Nebraska-Lincoln as needed.

Knowledge in use of internet browsers and online data storage systems. Ability to send and receive e-mail attachments and correspondence through Microsoft Outlook, to research customer, staff and client information requests using internet search engines. Knowledge in use of scanning photos and documents. Ability to manipulate scanned images for internet or desktop publishing use. Ability to perform internet search for graphics and backgrounds appropriate for use in newsletters, brochures and web page design.

Must be skilled in using general office equipment: laptop computer, computer printer/facsimile/scanner/copier, adding machine, InFocus computer projector, photocopy machine, multi-line telephone with transfer and conference call options, and assist customers in the use of rental machines and office equipment.

Ability to locate numerous publications including NebGuides, 4-H publications and other resource guides available through the University of Nebraska-Lincoln as well as other county and state agencies.

**Specific Duties:**

Financial responsibilities include current knowledge of financial computer management program Quicken, to include computerized posting and reconciliation of non-tax program account, allocation of individual funds, and transmitting of files electronically; prepare and distribute Quarterly and Year End County Financial Management Reports on non-tax program accounts to the University of Nebraska-Lincoln District Office, County Commissioners and Extension Board; balance revolving tax funded checking account and petty cash; deposit funds to the revolving account and tax account as needed; prepare annual and monthly budget forms; bookkeeping responsibilities, maintaining accurate records and preparation of monthly claims using Excel spreadsheets and reports; compare county clerk's monthly budget statement for accuracy; track monthly expenses, operating, travel, phone and revolving account; keep records of for-sale items and prepare Nebraska and Local Sales and Use Tax Return. Accounting procedures must meet the audit requirements of Polk County and the University of Nebraska-Lincoln.

Extension Board responsibilities include keeping an accurate record of Extension Board names, terms and length of service; type and maintain file of County Extension Board agendas and minutes; notice of meetings; send correspondence and materials, including narratives, travel and report forms to members.

4-H responsibilities include maintaining enrollment and project records for Polk County 4-H'ers and volunteer leaders; knowledge of 4-H Rules & Regulations; develop, format, copy and mail/e-mail Polk County 4-H Family Newsletter and Polk County Clover Kids Newsletter; copy and distribute Spotlight Newsletter, keep an accurate inventory, order and distribute 4-H manuals and materials; keep record of individual enrollment fees; keep accurate record of 4-H Council names, terms and length of service; prepare agenda and send correspondence and materials to 4-H Council members; handle 4-H camp forms, funds and fees involved; maintain 4-H events file with upcoming activities; possess knowledge of 4-H Online and Showworks programs; download software updates from the internet; maintain accuracy for federal report by entering all 4-H statistical information into 4-HOnline for the annual ES-237 report; account for all group, youth enrollments, group volunteers and training logs.

Polk County Fair and Nebraska State Fair responsibilities include annually updating the Polk County Fairbook (including 4-H, Open Class and entertainment information); enter all fairbook departments and premium tables into 4-H Online or similar management computer program; enter all 4-H and open class exhibits and judging results; assist with the typing and copying of livestock show programs; design nametags for all involved with county fair; assist 4-H'ers and families; prepare exhibitor results printout; process exhibitor checks and organize check distribution at the Polk County Fair; keep accurate records, receipts and input all entries into computer for all exhibitors registered for State Fair and Ak-Sar-Ben; inventory ribbons and fair supplies; update superintendent notebooks and department boxes and duplicate scoresheets; send correspondence to judges, superintendents, and helpers; prepare identification labels, entry tags and supporting information for State Fair exhibits. It is expected that the Office Manager is present during the Polk County Fair season and understands the responsibilities and expectations of the position during this time.

Youth program and summer 4-H workshop responsibilities include keeping an accurate record of registration and program fees; to design flyers and brochures; photocopy materials and mail correspondence, and to provide assistance before, during, and after workshops, as needed. Provide clerical support for agricultural producers and family and consumer science programs (Private Pesticide Applicator and Chemigation, Quality Assurance program, Serv Safe for Food Managers and Food Handlers, etc).

### **Office Manager Responsibilities**

Organize and manage secretarial workload; assist staff in arranging for Extension and other scheduled meetings; format, type, duplicate and mail letters, memos and postcards as directed by Extension Educator and Extension Assistant; design appropriate attractive brochures, newsletters, flyers and program covers; prepare Annual Report, duplicate and distribute to County Commissioners; maintain inventory of all county and state government office equipment; order all office supplies, material and equipment; maintain copy and maintenance records for photocopier; process incoming and outgoing mail; advise Unit Leader in regards to equipment and maintenance issues; properly answer and help telephone and walk-in customers; keep calendar of Extension Educator and Extension Assistant; order, file, organize and retrieve numerous publications; maintain Civil Rights knowledge, type civil rights statement on records and correspondence; answer multi-line telephone, assist walk-in customers, clients, or general public and keep accurate record and receipt of all for-sale items; update scrapbook routinely; keep informative and updated material on lobby bulletin board; run errands and assist Extension Educator and Extension Assistant as necessary. Shall assume program and job responsibilities assigned to the staff when needed, and realize job description may change slightly as new technologies emerge.