**YORK COUNTY**

**JOB DESCRIPTION**

**Position: York County Extension Office Manager**

**Last Revised: 11/14/22**

**Job Status: Full-time**

**Reports to: York County Extension Lead Educator**

**Supervisory**

**Responsibilities: none**

**I. GENERAL FUNCTIONS**

The Office Manager for UNL Extension in York County will perform a variety of duties including receptionist, bookkeeping, budget preparation, audit preparation, database management, mass media and public relations functions, scheduling and coordination of educational events, administrative support to Educators and Assistants, maintain lobby publications and publication files, maintain office supply inventory, and manage the general work flow in the office.

This position also requires management of the York County Ag Society building rentals. Including but not limited to answering rental questions, filling out rental contracts,and making sure the building is prepared for the event.

**II. REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

* Skill in using general office machines
* Accounting skills
* Ability to effectively utilize Microsoft Office
* Ability to plan, organize and establish priorities
* Ability to effectively communicate both orally and in writing, including the ability to proofread
* Ability to establish positive working relationships with co-workers, community members, 4-H youth, parents and volunteers, County and State officials and a diverse general public
* Ability to multi-task and exercise independent judgment and initiative
* Effective time management

**III. DESIRABLE TRAINING AND EXPERIENCE**

* Extensive knowledge of Quicken
* Extensive knowledge of Word, Excel, PowerPoint and Canva
* Familiarity with 4-H and County Fair
* Knowledge of all aspects of Extension programming preparation and support
* An interest and ability to learn how to use new technologies and programs.
* Skills in the operation of modern office equipment, training equipment, projectors, mobile devices and presentational equipment.

**IV. MINIMUM QUALIFICATIONS**

* Associates degree or equivalent experience.
* Word processing, spreadsheet and database experience required.
* Basic computer skills and any equivalent training and experience that provides the necessary knowledge, ability and skills to perform the job.

**V. NECESSARY SPECIAL REQUIREMENTS**

* Possession of a valid Nebraska Driver’s License when operating a vehicle is necessary for the satisfactory completion of job duties.
* Qualified person has not been convicted of a felony.

**VI. WORKING CONDITIONS & PHYSICAL EFFORT**

* This position serves as the first contact for UNL Extension in York County. Work is performed in an office and field setting with extended hours during special programs including County Fair and other programs. This is not a traditional office environment, it is a public office that may facilitate dealing with a wide variety of topics in meeting people’s needs.

**VII. OTHER**

* This description was prepared to indicate the kinds of activities and levels of work difficulty required of this position. It is not intended as a complete list of specific duties, assignments and/or responsibilities. Duties, responsibilities and activities may change at any time with or without notice.

**Employee Acknowledgment of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the County’s Personnel Manual is a contract for employment.

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Employee Signature Date

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HR Director/ Supervisor Signature Date

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