

Position Description: Office Manager

Department: Nebraska Extension – Saline County

Position Title: Office Manager

Supervision/Reporting: Reports directly to the Nebraska Extension Lead Educator in Saline County, who oversees performance evaluations, daily operations, and strategic direction for administrative functions.

Location: Saline County, Nebraska

Position Summary:

The Office Manager ensures efficient daily operations of the Nebraska Extension Office in Saline County, facilitating smooth administrative processes, professional client interactions, and compliance with all regulatory guidelines. This role requires discretion, accuracy, and a commitment to excellent customer service.

Essentials Duties & Responsibilities:**Financial & Office Management:**

- Oversee financial operations, including budgeting, reporting, and cash handling.
- Manage payments and deposits for UNL accounts.
- Prepare and submit claims to the County Clerk promptly, ensuring accuracy and compliance with established deadlines.
- Support the Lead Educator in the annual budget planning process.
- Manage local programming finance operations in accordance with County and UNL Business Center policies and procedures.
- Maintain office operations, including opening/closing procedures and equipment oversight.

Administrative & Board Support:

- Serve as the first point of contact for clientele, providing professional assistance and connecting them to relevant programs and services.
- Maintain accurate records of Extension Board members, agendas, and minutes. Assemble necessary documents and handouts for meetings, and collect quarterly board reports from accountability Educators for inclusion in board packets.
- Assist Extension Educators and Assistants with administrative support and event logistics.
- Manage external communication, including social media management, website updates, and digital media creation to enhance public engagement and outreach.

Professional Development & Engagement:

- Participate in professional development and collaborate with other Extension offices.
 - Represent Nebraska Extension, 4-H, and Saline County professionally in all interactions.
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Required Qualifications:

- High school diploma or GED required; Bachelor's degree preferred.
 - Proficiency in Microsoft Office Suite (Word, Excel, Teams) and ability to learn new software.
 - Experience in financial management, including budgeting, accounting, and cash handling.
 - Strong organizational, time management, and customer service skills.
 - Must be legally authorized to work in the United States.
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Skills and Abilities:

- Strong organizational and time management skills.
 - Attention to detail and ability to manage multiple tasks simultaneously.
 - Excellent written and verbal communication skills.
 - Ability to work collaboratively with 4-H staff, volunteers, and the community.
 - Ability to maintain confidentiality and handle sensitive information.
 - Positive and professional attitude, with a focus on customer service and relationship-building.
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Working Conditions:

- Office environment with occasional travel for events, fairs, and meetings.
 - Occasional evening or weekend hours may be required during peak program or fair seasons.
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Relationships:

1. **Saline County:** The Office Manager is employed by Saline County with rights and responsibilities as a full-time county employee, in accordance with the Saline County Employee Handbook
2. **Extension Board:** Appointed by the County Commissioners, the Board provides direction for Extension programming and makes employment and salary recommendations.

3. **Lead Educator:** Direct supervisor responsible for performance evaluations and daily oversight.
4. **Extension Team:** As part of the team, the Office Manager is expected to work in a cooperative manner with those in the office and assist where needed. Assignments for support of activities will be shared among the team.
5. **4-H Council:** Advisory body overseeing the Saline County 4-H program; the Office Manager supports council financial operations.
6. **University of Nebraska-Lincoln:** Nebraska Extension is a division of the University of Nebraska-Lincoln. Compliance with UNL policies is expected in certain aspects of this role.

This position description is intended to convey information essential to understanding the scope of the office manager role and is not intended to be exhaustive. The employee may be required to perform other related duties as assigned.