



### Nebraska Extension – Burt County Office Manager

The Office Manager is responsible for maintaining the efficient operation of the Nebraska Extension office in Burt County through performing administrative and clerical support functions. This requires professional and helpful interaction with staff and clientele while maintaining a high level of confidentiality and adherence to state, university, and county program guidelines. The Burt County office consists of a team of one Extension educator, one Extension 4-H Assistant, one Office Manager and seasonal part-time staff.

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

#### **QUALIFICATIONS**

- Minimum of a high school diploma or GED
- Preferred at least two years of experience and/or associate's degree in business, office management, or related field
- Working knowledge of Microsoft Office Suite, ability to manage databases and finances, develop and maintain web pages, use of general office equipment, and other applications as needed.
- Highly organized and detail-oriented
- Ability to work both independently and as a team member
- Capability to solve problems proactively
- Ability to manage time effectively and prioritize workload
- Excellent written and verbal communication skills
- Outstanding people skills and a positive customer service attitude
- Relate well to both youth and adults
- Ability to work nights and weekends on rare occasions (arranged and agreed upon in advance)
- Valid Nebraska driver's license
- Must pass a criminal background check and the 4-H volunteer screening

#### **PREFERRED KNOWLEDGE**

- Understanding of the mission and purpose of Nebraska Extension
- General knowledge of the 4-H youth development program and other program areas
- Knowledge of and experience with bookkeeping and financial management
- Ability to research and locate university publications
- Ability to proofread and edit office communications

**SPECIFIC DUTIES:** *These duties will be completed throughout the year; some duties will occur more frequently than others.*

#### *Financial Management*

- Prepare monthly and annual financial reports
- Track monthly tax account expenditures and revolving account transactions
- Prepare and submit claims to County Supervisors
- Meet the accounting procedures and audit requirements of Burt County and the University of Nebraska–Lincoln

- Draft tax budget in partnership with the local Extension team and Extension Board

#### Extension Board

- Maintain an accurate record of Extension Board members, agendas, and minutes
- Send correspondence to Extension Board members
- Ensure timely public meeting notices for Extension Board meetings

#### 4-H Youth Development Program

- Keep up to date on current 4-H rules and regulations for Nebraska and Burt County
- Maintain enrollment and project records using the statewide 4-H program for 4-H members and volunteers
- Communicate dates, deadlines, and other necessary information to 4-H families via traditional and electronic methods\*
- Support the 4-H Council and clubs in meeting the Nebraska state 4-H and IRS requirements
- Support Extension staff in their supervision and guidance to 4-H volunteers
- Maintain an accurate inventory, order, and distribute 4-H manuals and materials
- Provide support to the 4-H Council financials
- Maintain an accurate record of 4-H Council members, agendas, and minutes\*
- Send correspondence to 4-H Council members\*
- Handle 4-H camp and program registration fees\*
- Keep an accurate record of required statistical data\*

#### County Fair, Contests, Events, & Nebraska State Fair\*

- Annually update the Burt County Fair 4-H Fair Book
- Manage State Horse Show and State Fair entries
- Enter data into the appropriate statewide 4-H fair management program
- Manage the mailings, collection, and ordering of fair awards
- Collect and organize animal identification affidavits
- Collect and organize County Fair entries
- Prepare the superintendent's notebooks
- Prepare show programs
- Provide support for the County Fair

#### Other

- Properly assist telephone and walk-in customers
- Maintain positive stakeholder relationships
- Handle logistics of select programs (e.g. copies, registration, locations, etc.)
- Keep up to date educational information and materials
- Order and keep inventory of for sale items
- Keep accurate records and receipt of all for sale items
- Maintain equipment inventory, both county and university inventories
- Keep the website and social media pages up to date and accurate\*
- Enter evaluation survey data
- Network with other Extension office managers
- Pursue professional development opportunities (e.g. Front Door Forum)



- Assist the Extension team as necessary to include preparing for programming/events occurring in the county
- Maintain office dress code and professionalism
- Other duties as assigned

**OTHER CONSIDERATIONS:**

- Due to close work with children and use of county and state equipment and facilities, this position requires a clean driving record and an absence of alcohol, drug, child safety, and criminal history.
- Normal business hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. County employees receive two paid 15-minute breaks and are expected to take a 30-minute unpaid lunch daily. Observe office hours according to the agreed policy, including allocated break times.
- Some schedule flexibility is required during large Extension events, such as the County Fair, which will be scheduled in coordination with the Extension team.
- An orientation/training and probationary period of six months exists for new hires.
- Burt County Benefits Package included.

\*In cooperation with Extension staff

Nebraska Extension brings University of Nebraska expertise and research in 8 key areas of impact directly to Nebraskans from all walks of life in each of the state's 93 counties. Nebraskans turn to Nebraska Extension to strengthen their families, inspire their communities, empower young people, conserve and protect natural resources and advance their farms, ranches and businesses.

[About Extension | Nebraska Extension \(unl.edu\)](#)

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Location: Based in Nebraska Extension office in Tekamah, Nebraska

Hours: Full-time position (40 hours/week). Regular office hours are Monday – Friday, 8:00 - 4:30. Occasional evening/weekend hours may be required.

Salary: This is a county-funded position with employee benefits available. The starting wage is \$19/hour.

To Apply or ask questions: Email cover letter, resume and references to Marina Duarte de Val or Angi Heller.

- Marina can be reached at 402-307-1027 or [mduartedeval2@unl.edu](mailto:mduartedeval2@unl.edu)
- Angi can be reached at 402-680-3121 or [aheller5@unl.edu](mailto:aheller5@unl.edu)

**Application Due Date: August 22, 2024.**

The position will remain open until a suitable candidate is found.

Burt County is an equal-opportunity employer.