

Cass County Extension Position Description



Division/Department	Nebraska Extension in Cass County
Location	8400 144 th St. Suite 100, Weeping Water, NE 68463
Job Title	Office Manager
Reports to	Extension Educator, Unit Leader
Type of position	Full-time 40 hours/week – Cass County Benefits Package
Application closing date	February 17 th , 2020

Primary responsibilities:

The Office Manager's duties include:

- Keep accurate records of receipts and disbursements for three separate accounts utilizing primarily Quicken finance management software
- Deposit money to bank and reconcile bank statements
- Maintain an accurate record of Extension Board members, agendas, and minutes
- Send correspondence to Extension Board members
- Submit claims to be paid and meeting county and state deadlines as required
- Balance financial records with the County Clerk and preparing financial reports for Extension Board and 4-H Council meetings monthly and annually
- Open and close office promptly each business day
- Provide clerical support for agriculture producer programs (i.e. private pesticide application, grower conferences, quality assurance, etc.)
- Budget forecast and preparation
- Maintain attendance records of county paid staff
- Perform receptionist such as assisting clientele with questions, scheduling and coordinating educational events, administrative support to Extension Educators and Extension Assistants, and maintain publication files
- Create and release news releases to share with local news groups
- Maintain and develop content for Extension website
- Occasional light lifting of equipment and supplies is required
- Provide support to all of the Extension staff as required and perform other duties as assigned

Required skills, knowledge and abilities:

- Proficient in Microsoft Office programs such as: Word, Excel, PowerPoint, Outlook, database management, and Quicken finance management software
- Knowledge of operating audiovisual equipment including but not limited to: video projectors, postage meters, calculators, copy machines, FAX machine, printer, public address systems, PC computers and tablets
- Positive customer service attitude and great people skills

- Superior organizational and time management skills
- Excellent written and verbal communication skills, as communication via face-to-face, telephone, and email with youth and adults is an essential job function
- Additional evening and weekend hours may be required during special events, deadline dates, and the Cass County Fair
- Background check required

Preferred experience:

- Previous office/secretarial experience is preferred
- Associate's degree in business administration, office management, financial management, customer service or other closely related field is beneficial
- Years of experience may substitute for education

Office overview:

The Cass County Extension Staff is an energetic, innovative team that actively participates in open communication and collaboration. The staff work in a variety of areas including: youth development, leadership development, volunteer management, agricultural production, community development, and the food system. Currently our staff consists of one 4-H Support Staff, one 4-H Extension Assistant, and two Extension Educators – one focusing on 4-H youth development and one on Community Environment. Methods of providing education range from, but are not limited to, classroom presentations, festivals, and workshops. The office manager is expected to support other staff members with the above educational opportunities as needed.

The Cass County Extension office has numerous passionate, driven volunteers and community members that we work closely with as well as other University of Nebraska administrators, faculty, and staff from other counties. The office manager position assists the educators, assistants, and support staff with developing, producing, and obtaining materials needed for providing outstanding educational opportunities for our customers. A self-starter, proactive problem solver who can work independently is desired.

Above all else this position demands a positive customer service attitude, focus on details, and commitment to continuing education. The Office Manager will serve as a Cass County Extension employee under the direction of University of Nebraska Extension.

To apply:

Submit cover letter and resume to the Cass County Extension Office by February 17th
References will be requested after further review.

Applications can be mailed to Cass County Extension 8400 144th St. Suite 100 Weeping Water, NE 68463 or emailed to lstohlmann2@unl.edu.