



**NEBRASKA EXTENSION – RICHARDSON COUNTY
OFFICE MANAGER/EDUCATION SUPPORT STAFF
POSITION DESCRIPTION**

DEPARTMENT: Nebraska Extension - Richardson County

Full time position (32+ hours) performing administrative and clerical support to maintain efficient operation of the Richardson County Extension Office.

SUPERVISION / REPORTING:

This position is supervised by the University of Nebraska Extension Lead Educator in Richardson County and reports to the Lead Educator.

REQUIRED AND PREFERRED QUALIFICATIONS:

An associate's degree in agriculture, business, education, home economics, or related field is preferred, but not required. Previous office/secretarial experience is preferred. Excellent leadership, interpersonal, and communication skills are essential. Strong time management and organizational skills, as well as computer proficiency in word processing and spreadsheet programs required. Prefer experience working with youth through other organizations as an employee or volunteer. Knowledge of specialized computer software including data management programs is beneficial.

OFFICE MANAGER SPECIFIC DUTIES (75%):

Financial Management

- Prepare monthly/annual financial reports and track expenditures.
- Manage payments and deposits for 4-H council and UNL accounts.
- Prepare and submit claims to County Commissioners.

Extension Board

- Maintain an accurate record of Extension Board members, agendas, and minutes.
- Send correspondence to Extension Board members.

4-H Youth Development Program

- Maintain enrollment and project records using the statewide 4-H computer program for 4-H members and volunteers.
- Communicate dates, deadlines, and other necessary information to 4-H families.
- Ensure the 4-H Council and clubs meet the Nebraska state 4-H and IRS requirements.
- Maintain an accurate inventory, order, and distribute 4-H manuals and materials.
- Provide support/direction to the 4-H Council.
- Maintain an accurate record of 4-H Council members, agendas, and minutes.
- Send correspondence to 4-H Council members.
- Handle 4-H program registration fees.
- Assist with other 4-H programming efforts and events as needed.



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County & State Fair

- Annually update the Richardson County Fair 4-H Fairbook.
- Handle District/State Horse Show and State Fair entries.
- Collect and organize animal identification and entry sheets for 4-H Fair.
- Enter data into the appropriate statewide 4-H fair management program.
- Manage the 4-H Booster fundraising campaign annually (mailings, awards order, and thank you's).
- Assist 4-H Junior Fair prep (awards printing, supply preparation, etc.)
- Provide office support, show help, and guidance/supervision to 4-H volunteers as needed.
- Provide support in State Fair exhibit preparation and delivery/receipt from the State Fair.

Other

- Properly assist telephone and walk-in customers.
- Maintain positive stakeholder relationships.
- Handle logistics of select programs (e.g. copies, registration, locations, etc.).
- Order and keep inventory of for sale items.
- Keep accurate records and receipts of all for sale items.
- Maintain equipment inventory.
- Keep the website up to date and accurate.
- Other duties as assigned.

4-H SPECIFIC DUTIES (25%):

Educational Programs

- Assist with promotion, preparation, coordination, and delivery of educational activities and events.
- Assist Extension Educator and Extension Assistant with in-school educational programs as needed.

Programmatic and Administrative

- Keep up to date on current 4-H rules and regulations.
- Participate in appropriate staff meetings and professional development.
- Develop professional goals and participate in reporting responsibilities.

Recruiting and Marketing

- Assist with 4-H volunteer recruitment



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- Help to recruit new and retain existing youth through a variety of innovative and effective 4-H delivery methods (clubs, after school, school enrichment, camps, and special interest groups).

Evaluation and Recordkeeping

- Assist in the evaluation, reporting, and review of educational programs, training materials and other resources.
- Collect and manage 4-H data. Complete required records and reports.

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.
- This is a county funded, hourly position with 32+ hours per week dependent on applicant availability.
- Hourly pay rate is \$17.95 per hour.
- Normal business hours are Monday – Friday, 8:00 am – 5:00 pm with a 1-hour lunch break.
- Some schedule flexibility is required during large Extension events such as the 4-H Fair, this will be scheduled in advance.
- An orientation/training and probationary period of six months exists for new hires.
- Richardson County Benefits Package included.