**Nebraska Extension in Stanton County Job Description**

**For PT Office Manager**

**Send cover letter and resume to 302 6th St. Stanton, Nebraska 68779: Attention Diane or email cover letter and resume to** **dkander2@unl.edu**

1. 4-H Management
	1. Work with the office staff and parents/leaders to complete the 4-H enrollment records and fair entries through a computerized 4-H program as assigned by the University of Nebraska 4-H.
	2. Maintain office assistance for the Stanton County 4-H program including: ordering and inventory of publications, newsletter preparation and distribution and help with county fair and state fair entries.
	3. Serve as liaison to the Stanton County 4-H Council and Stanton County Fair board in cooperation with other extension staff.
2. 4-H and Youth Development Programming
	1. Be one of the main contacts between Nebraska Extension/Nebraska 4-H and Stanton County 4-H families.
	2. Work with County Staff to develop a yearly educational plan of work targeting Stanton County school age youth.
	3. Teach life skill education to youth in non-traditional settings (i.e. school enrichment, after school programs, summer workshops, camps, etc.).
3. Public Relations
	1. Greet “walk-in” clientele in a positive, professional and friendly manner.
	2. Respond to clientele telephone calls in a positive, professional and friendly manner.
	3. Within personal skills and knowledge, answer clientele questions and/or refer them to an appropriate extension educator or specialist.
4. Office Management
	1. Demonstrate working knowledge of office equipment, computers and software necessary to conduct the business of the office.
	2. Maintain records, reports and financial information as required by Nebraska Extension and Stanton County. Prepare financial reports for the Extension Board and County Supervisors when necessary.
	3. Work with office staff to keep the front office neatly arranged and presentable to the public.
	4. Maintain the current filing system as agreed upon with extension staff.
	5. Work with office staff to maintain the inventory of supplies necessary to operate the office within budget limits.
	6. Work with office staff to maintain the county web page.
5. Personal and Professional Improvement
	1. Maintain professional dress code.
	2. Ability to work without supervision.
	3. Maintain confidentiality concerning clientele, personnel and office matters.
	4. Complete work assignments neatly, correctly and on a time, schedule as arranged with extension staff.
	5. Participate in local, multi-county, district and state in-service offerings necessary to maintain and conduct office duties.
	6. Observe office hours according to agreed policy including allocated break times.
	7. Request vacation leave in advance sufficient for extension staff to maintain satisfactory operation of the office.
	8. Follow Stanton County employee handbook.
	9. Employer reserves the right to alter or assign additional duties as necessary.

**Qualifications:**

1. Education: A minimum of at least two years or associate’s degree – Youth development, education, Family and Consumer Science, agriculture, business, leadership, or related field.
2. Experience in working with school age youth.
3. Knowledge of the University of Nebraska-Lincoln, Nebraska Extension in Stanton County and the 4-H Youth Development program.
4. Working knowledge of Microsoft Word, Internet, financial management and Excel computer technology. Knowledge of Power Point, Access and Publisher are encouraged but not required.
5. Training will be provided for a working knowledge of 4-HOnline and ShoWorks.
6. Valid Nebraska driver’s license.
7. Must pass a criminal background check and the 4-H youth volunteer screening.

**Location:** Based in the Nebraska Extension office in Stanton, Nebraska

**Hours:**  Regular office hours are Monday – Friday 8:00 -4:30 for the months of June through September. Winter hours are Monday – Thursday 7 am to 5 pm for the months of October through May. Part time employment is based on 20 hr. work week. Some evening/weekend hours will be required. Stanton County is an equal opportunity employer.

Benefits: 6 days of sick leave ½ day holiday time for each holiday