



November 15, 2022

Thank you for your interest in applying for the position of Office Manager for Nebraska Extension in Hitchcock County. The position will begin on or before January 3, 2023. A job description is included in this packet.

Our office hours are 8:30-4:00 Monday through Friday, with one-half hour for lunch. Occasionally, you will be expected to work outside of these hours. (evening and week-end programs and fair time) The successful applicant will be a Hitchcock County employee and will be eligible for the Hitchcock County employee benefit package.

*To apply for this position a **letter of application, your resume and the enclosed application form** must be completed and emailed to Nancy Frecks @ nancy.frecks@unl.edu. Application review will begin on December 1 but will remain open until a suitable candidate is found. You will receive a return email upon the receipt of your application, if you do not receive a return email within 2 days of sending your application please call Nancy at 308 340 9313.*

If you have questions, please contact Nancy Frecks at nancy.frecks@unl.edu or at 308 340 9313.

**OFFICE MANAGER
NEBRASKA EXTENSION IN HITCHCOCK COUNTY**

DESCRIPTION OF WORK

Performs moderately complex to complex clerical work; works under the general direction of an administrative superior; may supervise other clerical personnel.

MAJOR DUTIES

A. Effective Communication:

1. Manage all forms of incoming communication in a diplomatic and effective manner.
2. Cordially and diplomatically assist all office visitors. Ensure that every effort is made to assist each office visitor in an efficient manner.
3. Open mail and distribute to the proper people.
4. Perform other duties, including operating office equipment; assisting in preparation of records, receipting funds, handling cash; basic financial record keeping, brochure and newsletter layout and design; proofreading correspondence and other materials for accuracy, completeness and correctness; filing correspondence and related (legal) documents; ordering and maintaining publications; checking in/out equipment for loan; performing other duties as required.
5. Help maintain the county website and social media sites with current information.
6. Maintain and keep 4-H enrollments, files, and records up to date. Distribute 4-H communications in a timely manner. Support the 4-H program as directed.
7. Work on self-improvement by attending professional development events such as Front Door Forum and strive to develop an overall knowledge of the Nebraska Extension System.

B. Support of overall office operations:

1. Ensure that the office is opened and closed in accordance with the established schedule.
2. Maintain complete and updated financial records, documentation, and reports as required by Hitchcock County and the University of Nebraska-Lincoln. This will include, but is not limited to, the preparation of deposits, payment of bills, and completion of required documentation.
3. Develop and maintain an effective and systematic filing system which will organize all Extension material and information.
4. Ensure that an adequate inventory of all necessary office supplies is maintained.
5. Effectively manage and maintain an appropriate inventory of 4-H materials, bulletins, and resource material.
6. Maintain computerized records as required.
7. Ensure that the overall appearance of the office area promotes a neat and professional image.
8. Conduct activities in accordance with the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act and local, state and regional affirmative action plans.

C. Support of Extension Staff:

1. Assist each staff member with the development and maintenance of program mailing lists.
2. Assist each staff member with the development of program materials as required.
3. Prepare newsletters and other materials for mailing.
4. Assist with the planning of workshops and meetings by reserving locations and helping with set up or teardown.

QUALIFICATIONS

- A. Experience:** Training and/or office experience and basic computer management, internet and e-mail skills are required. A working knowledge of computer software applications, including Microsoft Office – Word, Excel, and Publisher; is necessary.
- B. General:** Good personal maturity and decorum desired. A strong sense of initiative, responsibility, discretion, and ability to produce effectively and multi-task are important. Must be able to meet people well, be able to work in a team setting as well as independently, be willing to learn new skills, and have a strong commitment to public service. Public relations abilities are very important. 4-H experience is beneficial.