

Job Description

Live Oak County Extension Service – Office Manager/Secretary

Summary:

The Office Manager/Secretary will be the primary liaison and point of contact and secretary for the County Extension Agent-Agriculture and County Extension Agent – Family and Consumer Science. The Office Manager/Secretary will represent the Texas A&M University System, Texas AgriLife Extension Service, and Live Oak County and will act as a liaison with all county, state, federal offices, other County Extension Offices and any other organizations that may be associated with the Extension Office. The Office Manager/Secretary will handle all of the administrative duties of the office.

Supervisory Responsibility: None

Reports To: County Extension Agents – Agriculture & Family and Consumer Science

Essential Duties:

1. Professionally answer phones and take appropriate messages
2. Respond timely to email, fax and telephone requests
3. Receive, date, and distribute mail to County Extension Agents as appropriate
4. Prepare accurate correspondence for both County Extension Agents to include letters, agendas, newsletters, fliers, programs, handbooks, spreadsheets, power point presentations, etc.
5. Complete and submit new articles to appropriate news outlets
6. Gather, complete and submit monthly correspondence reports to County Commissioners' Court and District Extension Office as applicable
7. Manage a monthly calendar of 4-H events, County Extension Agent programs; and county, district and state events
8. Coordinate all 4-H enrollments on 4-H Connect, including assistance with online issues
9. Process all entry forms for county livestock show and major stock shows
10. Maintain current computerized mailing lists of Leadership Advisory Board and all functioning committees
11. Coordinate and prepare various educational programs and awards events
12. Maintain an accurate inventory of office equipment and report annually to county and district offices
13. Support programming in 4-H, agriculture and natural resources, community development, family and consumer sciences
14. Proficiently use office equipment – computer, copier, phone and fax machine
15. Answer general informational questions when agents are out of the office; held liable for answers given

16. Responsible for staying up-to-date with all federal mail regulations and must attend semi-annual secretarial training sessions required by the Texas AgriLife Extension
17. Maintain a supply of approximately 10,000 bulletins pertaining to agriculture, family consumer health and 4-H
18. Respond timely to other duties as assigned or delegated

Education and Experience:

Applicant must have a high school diploma or its equivalent; one to two years related experience and/or training preferable; or equivalent combination of education and experience. Proficient computer skills with a working knowledge of Microsoft Office and Windows environment is required.

Language Skills:

Ability to read and interpret legal documents, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak and communicate effectively before groups of customers or employees of organization.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situation.

Other Skills and Abilities:

The individual should possess a thorough knowledge of clerical procedures and practices. Over three (3) years of experience in such operations is desirable. Other specialized job requirements include bookkeeping. Must be able to adapt to software changes and procedural changes with regard to the general office and computer within 30 days of implementation.

Physical Demands:

This is sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk to various areas of the County buildings.

The employee must occasionally lift and/or move up to 25 pounds (forms, files, etc.). Specific vision abilities required by the job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderated.

Selection and Guidelines:

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts that this position falls under the provision of an "At Will" employment, and under no circumstances is this contract for employment.