

POSITION DESCRIPTION
COUNTY OF FAYETTE, INDIANA

POSITION: Office Manager
DEPARTMENT: Extension
WORK SCHEDULE: As assigned
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: November 1997

STATUS: Full-time

DATE REVISED: February 2012

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Fayette County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Office Manager for the Fayette County Extension Office, responsible for performing a variety of administrative, clerical, and bookkeeping functions.

DUTIES:

Answers telephone and greets office visitors, providing information and assistance, taking messages, scheduling appointments, and/or transferring/directing to appropriate individual or department.

Supervises summer interns, including interviewing candidates and making hiring recommendations, and providing orientation.

Maintains records for Cooperative Extension Service (CES), including filing vendor claims, preparing transfer of fund forms, updating ledger, and assisting in budget recommendations, and maintains records for CES Educational Fund, including receipting monies and recording transactions in ledger.

Plans, schedules, coordinates, and assists with various events, including determining appropriate date/time, providing materials, mailing/publishing notices, working on-site and assisting leaders with preparations, set-up/tear-down, and problems as requested. Secures judges, volunteers, sponsors, and advertising as needed.

Performs various clerical functions, including entering data on computer, preparing correspondences and reports, filing, maintaining appointment schedules, processing incoming/outgoing mail, maintaining office equipment and computers, and maintaining inventory of office supplies, purchasing/ordering as needed.

Plans and presents public speaking presentations, special events, or fund raisers, as requested.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of basic bookkeeping principles, and ability to perform simple arithmetic calculations and maintain accurate financial records.

Working knowledge of standard office policies and practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare detailed reports.

Knowledge of standard filing systems and ability to maintain accurate and complete files and records.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, projectors, telephone, fax machine, calculator, copier, and postage meter.

Ability to supervise summer intern program, including interviewing and making hiring recommendations, and providing orientation.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work rapidly for long periods, manage and coordinate multiple workloads, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to plan and coordinate events, and apply knowledge of people and locations.

Ability to effectively communicate orally and in writing with co-workers, volunteers, other County departments, other Extension departments, Purdue University personnel and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to occasionally plan and present public speaking presentations, special events, and fundraisers.

Ability to occasionally work extended hours, evenings, and/or weekends and occasionally travel out of town for training, but not overnight.

Possession of valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs standard, recurring duties according to seasonal deadlines with priorities determined by service needs of the public. Assignments are guided by broad policies and/or general objectives, with incumbent referring to supervisor for interpretation of department policies and programs. Errors in incumbent's work are usually prevented through standard bookkeeping checks and are detected through supervisory review. Undetected errors may result in loss of time for correction and/or inconvenience to other agencies and/or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, volunteers, other County departments, other Extension agencies, Purdue University personnel, and the public for purposes of exchanging information, coordinating activities, and supervising and directing assigned personnel.

Incumbent reports directly to Extension Educator.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, lifting/carrying boxes weighing over 50 pounds, pushing/pulling, objects, keyboarding, and speaking clearly. Incumbent occasionally works extended hours, evenings, and/or weekends and occasionally travels out of town for training, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Office Manager for the Fayette County Extension Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print/Type name