

Position Description

Part-time 4-H and Extension Administrative Assistant- Adams County

University of Idaho, Cooperative Extension System

Department: Cooperative Extension System **Pay Grade 3 Starting wage \$13.86 DOE**

Position Title: 4-H and Extension Administrative Assistant

Location: Council, Idaho

Directly responsible to: Extension Educator, Tyanne Roland

This is a part-time position with no county benefits. More hours during summer months may be required. This is a county job, but is supervised by University of Idaho, Adams County Extension Educator.

General Statement of Duties

Performs general clerical, bookkeeping, cleaning, and office duties to support the functions of a department, division or section; provides administrative and program support for the Adams County Extension Educator, 4-H Youth Development, and Extension programs.

Primary Function

This is a clerical and administrative support position with the principal function to provide general clerical support to the University of Idaho Extension faculty in areas such as answering phones, assisting the public, typing, copying, running errands, and filing. Duties may include typing and preparing letters, newsletters, flyers and additional documents using various software applications; entering data into Adams County, University of Idaho or department systems and applications, keeping clerical and financial records, logs, ledgers, etc. and working within department specific processes and procedures. The work is performed under the supervision of a County Extension Educator. The principal duties of this class are performed in a general office environment and occasionally at off-site locations such as the Adams County Fairgrounds or partnering agencies.

Essential Duties and Responsibilities

Answers incoming phone calls, greets incoming clients, assisting and providing referrals to other departments or staff as needed;

Files documents into appropriate folders; reorganizes file folders as needed;

Operates standard and specialized office equipment such as computer, copier, fax machine, postage meter, and related equipment;

Assembles and processes informational packets, mailings, etc.;

Sets up rooms (at office and off-site locations) for, meetings, classes, and special events;

Organizes, promotes, facilitates, and coordinates different types of trainings, classes, and events;

Provides data entry services, faxing, typing, and filing;

Runs errands, picking up or delivering documents, supplies or materials; distributing posters, advertisements, etc.;

Creates and types forms/letter, brochures, pamphlets or other documents;

Delivers and processes purchase orders and mail as needed;

Collects fees, records, and balances various accounts including county budgets and office checking account using accounting software;

Creates, publishes, and maintains County Extension website and various social media (Facebook, Twitter, etc.);

Orders general office supplies and special event supplies including food or catering options;

Performs basic scheduling/calendar duties;

Maintains reservations and oversees maintenance of the Adams County Fairgrounds Exhibit Hall;

Assist with organization of new 4-H clubs and integrate potential members into existing clubs;

Use marketing skills i.e., display, news releases, personal contacts to promote 4-H and recruit leaders and members;

Work with office staff/faculty and potential and current volunteers on the volunteer screening, orientation, and child protection program;

Prepare reports, enrollments and assist in collecting and summarizing data for program evaluation, annual reports, impact statements on a timely basis, conforming to extension calendar;

Assist in organizing and coordinating contests and events for the Adams County Fair i.e., recruiting judges, ordering ribbons and awards, and overall supervision;

Be informed of and abide by University of Idaho Civil Rights and anti-discrimination policies and regulations. Assure all 4-H programs provide an equal opportunity for all members, leaders and families. This includes ensuring there is no discrimination on the basis of race, color, religion, national origin, gender, age, disability, or status as a Vietnam-era veteran.;

Willing to assist in teaching and informing clients/4-H families about various requirements including enrolling through 4-H Online;

Performs all work duties and activities in accordance with the Adams County Personnel Policy Handbook, University of Idaho Extension County Operations Handbook and University of Idaho Extension 4-H Youth Development Policies and Procedures.

Other Duties and Responsibilities:

Performs other related duties as required and requested by supervisor

Competency Requirements:*Knowledge of:*

Customer Service;

Operation of standard and specialized office equipment;

Operation of a personal computer and job-related software;

English grammar, spelling, punctuation, and composition;

Bookkeeping and finance practices and procedures;

County 4-H Program and Extension System;

Current office practices and procedures.

Ability to:

Maintain important records efficiently and accurately and to prepare clear and concise reports;

Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials and the public;

Operate a variety of standard office equipment;

Handle a variety of clientele questions and samples (this may include soil, insect, hay, feed, rodent, or spider specimens);

Operate a personal computer including software applications appropriate to assigned duties;

Efficiency in Microsoft office programs; outlook, excel, word, power point, publisher;

Stay on task, be focused;

Work well without supervision;

Communicate effectively both orally and in writing;

Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Minimum Qualifications:

High School Diploma or GED equivalency;

Must successfully complete a background/criminal investigation;

A valid driver's license;

Ability to work effectively with people and teams;

Ability to use discretion in handling confidential information;

Must be able to accommodate a flexible schedule. Job includes some evening and weekend work

Desired Qualifications

Training in secretarial, customer service, education, or related field;

General office experience;

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work;

Good conflict management skills;

Experience in 4-H youth development programming;

Grant writing knowledge and/or experience.

Essential Physical Abilities:

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communication effectively and professionally on the telephone and in person;

Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instruction and review and prepare documents and file them in a prescribed order, and organize documents and materials;

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and other office equipment;

Sufficient personal mobility, flexibility agility, and physical reflexes, with or without reason accommodation, which permits the employee to work at a keyboard for an extended period of time and work in an office environment.

To Apply

Please include:

County employment application

Resume

Cover letter- containing information about how you are qualified for this position, what the cooperative extension system is, and work availability (no longer than 2 pages)

Please mail or email (in pdf format only) your packet to:

University of Idaho Extension, Adams County

Attn: Tyanne Roland

P.O. Box 43

203 S. Galena St.

Council, ID 83612

Email: tyanne@uidaho.edu

To make arrangements to drop off packet directly, contact Tyanne at 208-253-4279 and leave a message to make an appointment prior to June 1st.