

Houston County Job Description

Job Title: Administrative Assistant (Office Manager)

Department: County Extension Office

Supervisor: County Extension Agent

JOB SUMMARY:

To serve as Administrative Assistant to the Houston County Extension Office, completing assigned tasks for (2) Texas A&M AgriLife Extension Agents and (1) Prairie View Cooperative Extension Program Agent. Independently performs all duties up to and including receptionist, clerical, multiple project/task manager, department procurement, and accounting/budgetary management. In the absence of Extension Agents, is responsible for assisting clientele with information requests, researching publications and distributing materials. Also, provides receptionist duties for Senior Center and maintains master rental schedule of building.

MINIMUM EDUCATION, EXPERIENCE AND SKILLS:

High School Diploma or GED

Business/technical course or experience

3 years clerical/secretarial experience

Strong computer skills including e-mail, Word, Excel, Publisher, and Adobe PDF and internet search engines

Experience with all types of office machines: calculator, copier, printer, postage meter, scanner, fax machine

Strong organizational skills and ability to work independently

Basic accounting skills

PHYSICAL REQUIREMENTS:

Lift about 25 pounds

RESPONSIBILITIES AND DUTIES:

Receptionist (in-person, email, and telephone)

Maintains postal and e-mail mailing lists, processes large volume bulk mail-outs

Maintain County Extension website with updates, current links, and calendar of events

Keeps records of itineraries, appointments, meetings, and tours for Extension Agents

Approves 4-H member profiles, processes online event registration, invoices and transfers

Assists 4-H clientele with on-line database enrollment, inquiries and registration questions

Records phone and paper program registration forms, creates sign-in sheets for programs

Composes routing letters, purchase orders, news releases, handouts and special reports as needed

Attends staff conferences and records minutes

Attends skills training as needed (Online and in person) for Business and webinar

Maintains up to date publication list and keeps lobby information displays organized and current

Assist public with information requests (publications, soil, forage and water sample procedures)

Sends monthly accountability reports to District 5 Texas A&M AgriLife Extension staff