

## **Job Description**

### **Houston County Extension Service – Office Manager/Administrative Assistant**

**Job Title: Administrative Assistant (Office Manager)**

**Department: County Extension Office**

**Supervisor: Extension County Coordinator/ County Department head**

#### **JOB SUMMARY:**

To serve as Office Manager/Administrative Assistant (OM/AA) 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. The OM/AA will represent the Texas A&M University System, Texas A&M AgriLife Extension Service and Houston County and will act as a liaison with all county, state, federal offices, and other County Extension Offices as well as with any other organizations that may be associated with the Extension Office.

Must be able to independently perform 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, clerical, accounting duties for Houston County Senior Citizen Center and maintain primary rental schedule of building.

#### **MINIMUM EDUCATION, EXPERIENCE AND SKILLS:**

- 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
- 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, etc.
- Strong organizational skills and ability to work independently
- Basic accounting skills
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving 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 regarding the general office and computer within 30 days of implementation.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of the 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:

- Must be able to lift minimum 25 pounds
- 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.
- Occasionally required to drive to various areas of the courthouse, annex, post office, and/or bank.

**RESPONSIBILITIES AND 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 (CEA) as appropriate
4. Prepare accurate correspondence for County Extension Agents to include letters, agendas, newsletters, fliers, programs, handbooks, purchase orders, special reports, spreadsheets, power point presentations, etc.
5. Attends staff conference and records minutes
6. Complete and submit new articles to appropriate news outlets
7. Gather, complete, and submit monthly correspondence reports to District Extension office and other offices as applicable
8. Manage a monthly calendar of 4-H events, CEA programs, and county, district, and state events
9. Manage County Extension website and social media accounts
10. Coordinate 4-H Online duties: database management, enrollments, registrations, invoices, transfers etc.
11. Receive and process all entry forms for county livestock show and major stock shows as well as major livestock tag orders
12. Make deposits at local bank, mail drops to post office, and take purchase order requisitions to County Auditor's Office and County Treasurers Office
13. Maintain current computerized mailing lists of all Extension functioning committees and client contacts
14. Coordinate and prepare various educational programs and awards events
15. Maintain an accurate inventory of office equipment and report annually to county and district offices
16. Support programming in 4-H, agriculture and natural resources, community development and family and community health.
17. Ability to multi-task and work under multiple concurrent deadlines
18. Maintains central files of support documents according to Extension Retention guidelines
19. Reconciles support groups accounts monthly and maintains all financial documentation in accordance with Best Financial Practices
20. Proficiently use office equipment – computer, copier, phone, scanner, postage meter, calculator, and fax machine

21. Answer general informational questions when agents are out of the office, held liable for answers given. Assist public with information requests (publications, soil, forage, water sample procedures)
22. Responsible for staying up to date with all federal mail regulations and must attend semi-annual secretarial training sessions required by Texas A&M AgriLife Extension
23. Maintain up-to-date publication list and keep lobby information displays organized and current
24. Provide receptionist duties for Houston County Sr Citizen Center
25. Provide clerical and accounting duties for Sr Citizen Center
26. Prepare and report monthly Sr Citizen Center reports for DETCOG and County Auditor
27. Coordinating/following up on scheduled building maintenance and inspections
28. Keep, maintain, and book rentals of Sr Citizen Center
29. Respond timely to other duties as assigned or delegated for County Extension Office and Houston County Sr Citizens Center

### **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.