

POSITION DESCRIPTION
COUNTY OF GREENE, INDIANA

POSITION:	Office Manager	
DEPARTMENT:	Cooperative Extension Service	
WORK SCHEDULE:	8:00 a.m. – 4:00 p.m., M-F	
JOB CATEGORY:	COMOT (Computer, Office Machine Operation, Technician)	
DATE WRITTEN:	February 1996	STATUS: Full-Time
DATE REVISED:	November 2015	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. Greene 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 Greene County Cooperative Extension Service, responsible for the overall administration of the office subject to the directives of the County Extension Director.

DUTIES:

Supervises and directs Extension Office volunteers and provides training and assisting with reference and background checks on Purdue Extension – Greene County volunteers.

Greets office visitors and assists with answering telephone providing information and assistance, taking messages, and/or transferring/directing to appropriate individual or department when needed.

Responds to requests for information, including disseminating literature and frequently communicating with other Extension Office personnel, Purdue University and other resources as requested.

Collects, records, provides receipts and deposits various fees/funds.

Performs a variety of clerical functions, such as typing, filing, preparing and mailing newsletters and correspondence, sorting/logging mail, preparing program books for workshops and meetings.

Responsible for all purchasing in the office as directed by the County Extension Director. Maintains inventory of office supplies, including preparing lists, obtaining approval of supervisor and placing orders.

Performs various duties for all Extension programs, including assisting in meeting preparation, program organization and registration. Entering/updating data on the computer, completing paperwork, and paying bills.

Assists with maintaining a social media and web presence for the office when needed.

Assists with updating and maintaining online databases.

Assists with maintaining the county website and providing weekly updates to related social media sites.

Serve as Authorized Agent for the Greene County Community Event Center (GCCEC). Schedules meeting room as requested, completes rental contracts and collects, records, and deposits rental fees. Responsible for the maintenance, programming and distribution of key cards for the GCCEC. Prepares monthly spreadsheets outlining building use and fees. These spreadsheets are to be delivered monthly to the GCCEC Board.

Performs any other duties as assigned by the County Extension Director.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Preferred Education: Associate Degree in Office Management, or equivalent combination of education and experience.

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

Working knowledge of basic bookkeeping principles and ability to perform arithmetic calculations.

Working knowledge of English grammar, spelling and punctuation, and ability to prepare/edit correspondence, documents and reports.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, copier and calculator.

Ability to supervise and direct assigned personnel, including interviewing applicants, making work assignments, providing training and corrective instruction.

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

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 effectively communicate orally and in writing with co-workers, other County departments, other Extension Office, Purdue University and area school 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 work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town, sometimes overnight.

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

II. RESPONSIBILITY:

Incumbent performs the described duties with priorities determined by the County Extension Director. Work is reviewed upon completion of specific duties for adherence to instructions/guidelines. Evaluations will be conducted annually with the option of more frequently if deemed necessary by the employee or supervisor. Errors in incumbent's work are usually prevented and detected through standard bookkeeping checks and procedural safeguards. Undetected errors may result in loss of time for correction and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, other Extension Office, Purdue University, area school personnel, and the public for the purpose of exchanging and explaining information and supervising and directing personnel.

Incumbent reports directly to the County Extension Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods and occasionally lifting/carrying objects weighing less than 25 pounds. Incumbent occasionally works extended, weekend and/or evening hours, and occasionally travels out of town, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Office Manager for the Cooperative Extension Service 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