

BUFFALO COUNTY

JOB DESCRIPTION

POSITION TITLE: Office Supervisor/Manager

DEPARTMENT: Buffalo County Extension

REPORTS TO: Buffalo County Board Administrator and Buffalo County Extension Unit Leader

SUPERVISES: County Paid Office Staff

PURPOSE OF POSITION: Supervising a clerical office unit.

Essential Functions

- Along with Unit Leader, plans, assigns, and reviews the work of a clerical staff; develops office policies, procedures, and regulations to ensure proper functioning of the office.
- Discusses technical or policy problems with administrative officials.
- In conjunction with county and University representative, interviews, hires, and trains office personnel; determines work priorities, and maintains all personnel records, including attendance and leave records and the payroll.
- Plans and coordinates clerical staff activities and procedures, including special projects; documents and updates personnel job descriptions to improve the efficiency and quality of the office area; and conducts meetings with the clerical staff to keep them informed of new and changing policies and procedures.
- Maintains financial, statistical, and budgetary records; assists in the preparation of the budget, budget reports, annual reports, and the like; and processes accounting forms and reports.
- Determines need and requisitions supplies. Responsible for the storage and security of the office supplies and equipment; and determines budgetary requirements for supplies and equipment.
- Receives, reviews, and routes all departmental correspondence; supplies information explaining departmental procedures and interprets and applies rules to individual cases.
- Prepares various documents for Extension board meetings.
- Ensures security and confidentiality of data and disposal according to policy.
- Maintains county inventory and submits per deadlines.
- Checks county vehicles for maintenance.
- Maintains public relations for the office; handles all problems and unusual inquiries.
- Perform other duties as directed or as the situation dictates.
- Assist office staff in fair and 4-H activities as needed.
- Greet and assist the public.
- Assist 4-H families with inquiries, and/or refer them to the appropriate sources for assistance.
- Create, maintain, and convey a positive, professional image with clientele.
- Maintain the Buffalo County Extension website.

- Assist in promoting information through social media.

Essential Knowledge, Experience, and Abilities

- High School diploma or equivalent
- Three years of responsible clerical office experience.
- Thorough knowledge of business English, spelling, and arithmetic.
- Thorough knowledge of departmental operations.
- Thorough knowledge of modern office practices, procedures, and equipment.
- Skill in typing, bookkeeping, record keeping, accounting and reporting.
- Skill in dealing with the problems of subordinates and the public.
- Ability to organize and review the work of others.
- Thorough knowledge of personnel management methods and techniques.
- Ability to research and analyze many pieces of detailed information and to reach a solution to the objective.
- Ability to perform assignments with accuracy and attention to detail.
- Ability to work without supervision and to establish and perform work patterns and priorities with minimal direction.
- Ability to make independent operating decisions based upon experience and knowledge of departmental operations.
- Ability to make accurate arithmetical computations.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees, supervisors, other governmental agencies, and the general public.
- Ability to maintain the confidentiality of departmental information.

Essential Physical Demands and Typical Working Conditions

- Work is generally performed indoors in an office setting and requires routine bending, sitting, and stooping.
- Work duties require routinely lifting and carrying up to 20 pounds.
- Work duties may be stressful at times due to interaction with the general public and working under deadlines.

Essential Attendance and Availability Requirements

- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the County; must work such regularly-scheduled hours as are determined by the County; must work any required overtime, weekends, and holidays.
- Must work at the assigned work site.
- Must travel as required.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.