

POSITION TITLE: Office Manager

DEPARTMENT: Buffalo County Extension

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

PURPOSE OF POSITION: Provide customer service support to 4-H families, provide financial support to the extension office, including UNL, County, and Buffalo Co. 4-H Council invoices/income

Essential Functions

- Assists unit leader in developing policies, procedures, and regulations to ensure proper functioning of the office.
- Discusses technical or policy problems with administrative officials.
- Maintains financial, statistical, and budgetary records; assists in the preparation of the budget, budget and annual reports, and the like; and processes accounting forms and reports.
- Manage/reconcile cost objects for UNL staff.
- Determines need and requisitions supplies. Responsible for 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 agenda, legal notice, and compiles documents for Extension Board meetings. Reserve meeting room and send out email reminders of meetings.
- Ensures security and confidentiality of data and disposal according to policy.
- Provides routine maintenance for county vehicles, completing repairs as necessary.
- 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 resources for assistance.
- Maintain youth/adult membership via 4-H Online
- Create, maintain, and convey a positive and professional attitude with clientele.
- Assist customers with agriculture/horticulture questions and refer to appropriate staff.
- Manage social media for both 4-H and UNL information.
- Maintain and annually update the County and UNL Emergency Action Plans.
- Performs other duties as directed or as the situation dictates.

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.

- Knowledge of social media practices and etiquette.
- Skill in typing, bookkeeping, record keeping, accounting and reporting.
- Skill in dealing with problems of the public.
- 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 government agencies, and the public.
- Ability to maintain confidentiality of departmental and customer 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 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, and must work any required overtime, weekends, and holidays, including during fair time.
- 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 accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodation.

Supervisor's Signature

Employee's Signature

Date

Date

Effective Date of Job Description: _____