I. WHAT IS THE PURPOSE OF THIS POSITION?

The YOUR COUNTY Extension Office Manager/Administrative Assistant is responsible for providing a variety of administrative and secretarial services for the County Extension Agent and assists Agent in providing educational information to all clientele who seek assistance. The Extension Office Manager/Administrative Assistant is responsible for developing a business office atmosphere and must provide a feeling of goodwill to clientele through courteous treatment and efficient service.

The Office Manager/Administrative Assistant must have a personal interest in the success of the Texas A&M AgriLife Extension Service program in the county and willingly accepts responsibility for working with Extension agent(s) to insure the success of programs.

The responsibilities of the Extension Office Manager/Administrative Assistant should be performed in a professional manner through coordination and cooperation with the entire County Extension Staff. This position is supervised by the Extension County Coordinator for YOUR COUNTY who is employed by the Texas A&M AgriLife Extension Service.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Administrative

   Maintains all inventories, records, office equipment and supplies for the Texas A&M AgriLife Extension in YOUR COUNTY.

   Takes responsibility for maintaining the copy machine and all other office equipment supplied and general up to date maintenance.

   Maintains daily calendar and monthly schedule for agent(s).

2. Reports and Expense Accounts

   Prepares requisitions and orders office supplies and materials.

   Is responsible for helping Extension Committee Treasurers keep accurate up-to-date bank account records and mail statements for: Extension Row Crop Committee Extension Beef & Forage, and 4-H Accounts.
Must keep and maintain accurate records and monies received in the Extension Office for: Major Livestock Shows (Dallas, Waco, Fort Worth, San Antonio, San Angelo, Houston & Austin), Swine, Lamb, Goat & Steer Validations, Broiler orders, Pesticide booklets and class registration, and any type of fundraiser and Workshops developed by any Extension group. Helps maintain the budget records for the YOUR COUNTY Extension Office.

3. Receptionist/Public Relations

Opens office on time and remains on duty throughout office hours. Sees that office is neat and orderly in appearance.

Directs visitors to the appropriate Agent or information source. Knows the interrelationship of the Texas A&M AgriLife Extension Service and Cooperative Extension Program as well as other Federal and State agencies and local associations and organizations to the extent that clientele may be directed to the proper agency.

Provides information to clientele, if possible or needed; keeps record of callers for appropriate follow-up as needed. Monitor/maintain agent and staff schedules to identify their whereabouts and expected time of return, as well as where agents can be reached for emergencies.

4. Incoming and Outgoing Mail

Maintains postage account via Stamps.com, corresponds with District Office regarding postage deposits for County account. Processes daily outgoing mail appropriately.

Opens incoming mail unless marked “personal” or “confidential”, sorts and distributes mail to agent(s), assembles information needed to answer letters and attaches any pertinent previous correspondence or information.

5. Letters, Memoranda, Reports, and Other Materials

Types, copies, collates newsletters, scripts, agendas, etc. for all events.

Send out school exempt letter to schools for Major Shows and YOUR COUNTY Fair. Uses approved correspondence style, prepares correct number of copies, proofreads, and properly arranges all copies for signature. Sets up priority for jobs, if possible. Otherwise checks with agents regarding priorities.

6. Form Letters

Maintains accurate and updated mailing lists. Addresses envelopes and stuffs newsletters and any necessary enclosures for appropriate distribution.
7. **Publications, Office Records and Files**

Keeps records of itineraries, appointments, and places of meetings and tours. Maintains a calendar of state, district, and county events as well as a log of visits from Extension Administrative Personnel, dates of state and district Extension Conferences, meetings to be attended by Agents, and the schedule of farm organizational meetings.

Organizes files and keeps them current according to the County and AgriLife retention guidelines and with the concurrence of the Agents.

Orders all agriculture, 4-H and general publications and maintains publications display in front lobby for the public.

8. **Mailing Lists**

Maintains the official mailing lists requested by the agent(s) assuring that all addresses are complete and correct and updated annually in accordance with official guidelines. Contact and mailing lists include but are not limited to commodity groups, committees, 4-H members/volunteers, stake holders, etc.

9. **Office Conferences**

Attends office staff conference in order to be informed on all phases of Extension programs and events. Submits weekly conference report to the District Office.

10. **Handles and coordinates assigned events and duties for the following:**

**MAJOR STOCK SHOWS & VALIDATIONS (June - March)**
Dallas State Fair, Fort Worth Stock Show, Houston Livestock Show, Austin Star of Texas, and San Antonio Stock Show

- a. Ordering of animal tags & collection of monies (pigs, broilers, lamb, goat and steers).
- b. Validation paperwork & assisting during validations (afternoons/evening)
- c. Sending out correspondence of upcoming deadlines of tag orders, validation tag-in and entry forms due to Extension Office.
- d. Taking in entry forms for each individual show & collection of monies
- e. Input of entries to an online entry system for each individual show
- f. Filling out summary sheets and calculating monies to then be mailed off by return receipt
- g. Sorting through and stuffing packets for 4-H exhibitors: Exhibitor passes, parking passes, tie-outs, trim chutes & etc.
- h. Mailing correspondence to all schools for 4-H exhibitors to be exempt from school on assigned show dates.
11. **4-H Office Management**

Maintains all 4-H records and stays current and abreast of county, district, and state 4-H events, activities and deadlines.

Maintains all records and assists in managing the 4-H Connect System.

12. **Miscellaneous Duties**

Performs other various office tasks as assigned by Extension Agent(s).

**III. DESCRIBE SPECIFIC DUTIES PERFORMED**

All the above duties are essential and are the responsibility of the YOUR COUNTY Office Manager/Administrative Assistant. Other specific duties include but are not limited to the following:

1. Professional attitude and appearance. Possess excellent communication and telephone skills as well as solid written, verbal communication and organizational skills.

2. Proficient and knowledgeable in computer skills - Windows, Microsoft Office Suite, Adobe Acrobat, etc.

3. Responsible for streamlining office operations and ability to be resourceful and proactive when issues arise.


5. Knowledge of current office practices, procedures, systems, equipment and machines.

6. Willing to familiarize with pertinent subject matter (agriculture, health, 4-H, etc.)

7. Follow the policy and procedure handbooks of YOUR COUNTY and the Texas A&M AgriLife Extension Service.

8. Carry out all duties and responsibilities in the absence of supervisors.

9. Able to perform assigned duties and effectively handle work environment and conditions (typing for extended periods of time; lifting and carrying light material; exposure to computer screens).

10. Ability to establish and maintain effective working relationships with staff and clientele and effectively convey information professionally.
IV. POLICIES AND PROCEDURES

1. All requests for vacation must be made at least 48 hours in advance unless otherwise authorized by supervisor who reserves the right to deny requests for vacation based on the needs of the Extension Office. Employee is expected to be understanding and respectful of needs of the office.

2. An employee who must be absent from duty due to illness or injury, should notify his or her supervisor or have the supervisor notified of that fact at the earliest possible time. The employee must also notify his or her supervisor of the expected date of return.

3. Employee is expected to acknowledge and follow all rules and polices in the YOUR COUNTY Employee Handbook as well as the Texas A&M AgriLife Extension Policies and Procedures.

4. Employee MUST adhere to normal office hours unless otherwise approved by supervisor. If the employee must leave to handle office business at the courthouse or elsewhere, the supervisor should be notified and approve prior to leaving.

5. Requests for employee to leave office are not obligatory and should be limited.

V. APPROVAL

I, ___________________________ have read and fully understand my job responsibilities as the Office Manager/Administrative Assistant of the YOUR COUNTY AgriLife Extension Office.

_________________________________
Office Manager/Administrative Assistant Signature

_________________________________
Supervising Agent / County Coordinator