

**Employment Opportunity
Llano County AgriLife Extension Office
Administrative Assistant – Annual \$31,500**

The Llano County AgriLife Extension Office is accepting applications for an Administrative Assistant. This is a full-time position. The position works under the direct supervision of the County Coordinator and Extension Agent to whom he or she is assigned. The Administrative Assistant is responsible for organizing and coordinating office operations for 4H clubs, stock shows and events in order to ensure organizational effectiveness and efficiency. The County Extension office is a business office. It is the responsibility of all of the staff to maintain a business atmosphere and create a feeling of goodwill on the part of the caller to the office through courteous treatment and efficient service.

Job Location: Llano County AgriLife Extension Office, 1447 E State Hwy. 71, Unit E, Llano, TX
Job open until filled

Back ground check is required

Benefits include: Health & Dental Insurance, Retirement, Vacation, Sick and Holiday Pay

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: lisa.otto@co.llano.tx.us.

For questions, please call the County AgriLife Extension Office @ 325-247-5159.

Llano County is an Equal Opportunity Employer

Texas A&M AgriLife Extension Service

4 H Assistant Job Description

Nature and Scope

The 4H Assistant of the Texas A&M AgriLife Extension Service office is employed by the county but works under the direct supervision of the County Coordinator and Extension Agent to whom he or she is assigned. The 4H Assistant is responsible for organizing and coordinating office operations for 4H clubs, stock shows and events in order to ensure organizational effectiveness and efficiency. The county Extension office is a business office. It is the responsibility of all of the staff to maintain a business atmosphere and create a feeling of goodwill on the part of the caller to the office through courteous treatment and efficient service.

Clientele

The 4H assistant must be congenial friendly and versatile in meeting the public. The County Extension Agents' job in planning, coordinating and presenting educational opportunities, programs and activities requires them to be out of the office the majority of the time. The 4H assistant plays a vital role in the success of the total County Extension Program due to their constant contact and established business relationship with the clientele. The County Office is an educational resource link to the District and State Texas A&M AgriLife Extension Service network, handling 10 to 40 telephone calls per day and 5 to 20 office visits per day. Clientele include 4H member families and other youth, school faculty, extension faculty, business people, community leaders, adult volunteers, grain producers, cattle producers, homeowners, and other agricultural related office personnel.

1. 4H Program

- Provide information to families who inquire about the 4H Program.
- Assist agents in planning and implementing workshops, trainings, camps, and fundraisers.
- Ensure all paperwork is completed correctly for county, district, and state contests and is submitted by the due date to proper office.
- Approve all 4H member registrations and contest entries via 4H Connect.
- Prepare a monthly 4H Newsletter to distribute to all 4H members.
- Notify 4H members of all upcoming events and event reminders via e-mail, telephone, or mail.
- Design annual slide show with music for the 4H Banquet highlighting 4Hers and events of year.

- Knowledge of human resource management and supervision.
- Ability to maintain a high level of accuracy in preparing and entering information.
- Maintain knowledge and certification of National Incident Management System (NIMS).

2. Skills

- Excellent interpersonal skills.
- Team building skills.
- Analytical and problem-solving skills.
- Decision making skills
- Effective verbal and listening communications skills.
- Attention to detail and high level of accuracy.
- Very effective organizational skills.
- Effective communications skills.
- Computer skills including the spreadsheet and word processing programs, and email
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Power Point
 - Microsoft Publisher
 - Microsoft Outlook
 - WordPress – Webpage
 - 4H Connect
 - TExAS (Texas Extension Accountability System)
- Time management skills
- Very effective teamwork skills.

Working Conditions

Physical Demands

The 4H Assistant will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The 4H Assistant will also have to do some lifting of supplies and materials from time to time. The 4H Assistant will also be responsible for working with and handling animals for stock shows throughout the year. Working with 4H children at outside activities and camps will also be required.

Environmental Conditions

The 4H Assistant is located in a busy, open area office. The 4H Assistant is faced with constant interruptions and must meet with others on a regular basis. The 4H Assistant will work hours of 8:00am – 5:00pm, Monday through Friday, given one hour for lunch or what hours are necessary to facilitate programs supporting 4H.

Mental Demands

There are a number of deadlines associated with this position, which may cause significant stress. The 4H Assistant must also deal with a wide variety of people on various issues. Confidentiality must be maintained amongst highest degree.

4H Assistant Signature _____

Date _____

County Coordinator Signature _____

Date _____

Supporting Agent Signature _____

Date _____