

**Llano County
Employment Opportunity
AgriLife Extension Service
Office Manager – \$36,498**

The Llano County AgriLife Extension Service office is seeking candidates for the position of Office Manager. This is a full-time non-exempt position, under the direct supervision of the County Coordinator and Extension Agent to who he or she is assigned. Duties to include, but not limited to, organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. It is the responsibility of the office manager 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 Annex Center, 1447 E. State Highway 71, Llano, Texas 78643
Job open: until filled

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

Back ground check is required

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 Llano County AgriLife Extension office @ 325-247-5159.

Llano County is an Equal Opportunity Employer

Texas A&M AgriLife Extension Service

Office Manager Job Description

Base: L2

Nature and Scope

The Office Manager 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 who he or she is assigned. The Office Manager is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. The county Extension office is a business office. It is the responsibility of the office manager and other 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 Office Manager 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 Office Manager 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 4-H 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.

Major Duties and Responsibilities

1. Maintain Office Services

- Control correspondence
- Review and approve supply requisitions
- Liaise with other agencies, organizations and groups
- Maintain office equipment

2. Maintain Office Records

- Design filing systems
- Ensure filing systems are maintained and up to date
- Define and follow procedures for record retention
- Ensure protection and security of files and records
- Transfer and dispose records according to retention schedules and policies
- Submit monthly reports and receipts to County Treasurer
- Maintain Activity and Education checking account
- Oversees receipt and deposit of monies collected for any clubs or organizations working through extension office (4H clubs, Master Gardeners, TEEA, etc.)

3. Maintain Office Efficiency

- Plan and implement office systems, layout and equipment procurement
- Maintain, manage and replenish inventory
- Anticipate needed supplies
- Verify receipt of supply
- Answer and log all phone calls, mail-outs, and e-mails
- Assist County Extension Agents in all areas needed

4. Planning and Promoting

- Assist agents with planning educational programs and activities to benefit residents of the County
- Prepare and design monthly newsletters promoting agriculture, youth programs, and healthy living

County Newsletter

- Maintain the County website by updating and posting articles, newsletters, and county information
- Write and submit newspaper articles to county newspapers highlighting upcoming extension programs, 4-H events, and articles concerning agriculture and family and consumer science
- Assist agents with planning evaluation techniques for significant program activities
- Assist in planning of programming efforts
- Responsible for making travel and hotel arrangements for agents

5. Program Implementation

- Assist county agents in implementing educational programs and activities in assigned program areas
- Be prepared to assume leadership or serve in a supporting role in implementing emergency programs
- Work with youth and adult volunteers as they serve on committees, clubs, and organizations
- Train other District County Office Managers on software and newsletter preparation as needed
- Assist agents and youth as they use a variety of teaching methods, techniques, activities, and materials in conducting educational programs
- Work with agents as they support Extension-sponsored groups, such as 4-H clubs, homemaker clubs, and agricultural organizations

6. Reporting

- Prepare annual, monthly, and special reports for agents to be shared with appropriate individuals and groups
- Assist agent in submitting weekly Crop Report to the United States Agriculture Department
- Prepare ES237 Report

- Assist agent in preparing and submitting Ag Increment Report

7. Annual Budget

- Assist agents in preparing the Texas AgriLife Extension budget for the physical year
- Assess what cots can be eliminated from the budget
- Assess upcoming expenses to be submitted for budgeting approval

8. Other Duties as Assigned

Knowledge, Skills and Abilities

1. Knowledge

- Knowledge of office administration
- 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 e-mail

Microsoft Word

Microsoft Excel

Microsoft Power Point

Microsoft Publisher

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 Office Manager will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Office Manager will also have to do some lifting of supplies and materials from time to time.

Environmental Conditions

The Office Manager is located in a busy, open area office. The Office Manager is faced with constant interruptions and must meet with others on a regular basis. Office Manager will work hours of 8:00am-5:00pm, Monday through Friday, given one hour for lunch. Any personal errands will need to occur before or after regular business hours unless pre-arranged by the county agents.

Mental Demands

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

Office Manager Signature _____ Date _____

County Coordinator Signature _____ Date _____

Supporting Agent Signature _____ Date _____