

**POSITION DESCRIPTION
CLAY COUNTY, INDIANA**

POSITION:

Office Manager

DEPARTMENT:

Purdue Extension Office

WORK SCHEDULE:

8:00 a.m. – 4:00 p.m., M-F

DATE WRITTEN: **February 2024**

STATUS: **Full-time**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Clay County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job.

Incumbent serves as Office Manager for the Purdue Extension Clay County Office, responsible for coordinating office operations, providing clerical support, financial administration, records management, assisting the public, and other duties as requested. Reports directly to County Extension Director.

I. Duties:

Answer telephone and greet office visitors including providing general information and assistance, responding to inquiries, and/or directing callers to appropriate individual or department for program specific information. Able to direct clientele to proper office, which requires a general understanding of work done by the respective program areas.

Perform various clerical duties, including collection of fees and other payments for Purdue Extension programs, assisting in preparation of documents, preparing reports, maintaining databases, sorting and distributing mail as addressed, preparing bulk mailings including maintaining permit, updating office calendars, and ordering office supplies. Provide support to other staff members, County Extension Director, and Extension Educators in the program areas of 4-H Youth Development, Health and Human Sciences, and Agriculture/Natural Resources as needed.

Perform a variety of bookkeeping functions to monitor and document department funds, including preparing and submitting county claims and payroll vouchers, monitoring office expenditures and providing up-to-date balances. Responsible for ensuring a written receipt documents each transaction, promptness in recording transactions, and depositing funds.

Manages education fund accounting, including monthly reconciliation of bank statement, writing receipts, and making deposits. Maintains program balances and runs reports for each respective program. Follows Purdue University policy regarding cash handling and segregation of duties related to financial matters. Prepare annual financial report according to Purdue Extension guidelines.

Maintain equipment in good working order including computers, laptops, projectors, copier, and other equipment; including maintain updated inventories of all equipment. Work with Purdue AG IT support as needed to ensure University/leased equipment is maintained in good working order. Notify appropriate personnel regarding maintenance and repairs, as needed.

Has working knowledge of the Clay County Extension Office website, including updating calendars, uploading files, creating web pages, attaching pertinent links, and general maintenance.

Completes trainings as required by Purdue University and Clay County.

II. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED with relevant experience. Associate's or Bachelor's degree preferred.

Practical knowledge of standard office procedures and basic computer skills, including email, online office applications (Outlook, Office, Excel, PowerPoint, etc), as well as Department-specific software/applications, such as SalesForce, Marq, 4-H Online, FairEntry, and other programs required by Purdue University, with the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Practical knowledge of basic accounting practices and standard accounting systems with ability to process/record payments, manage timesheets, and accurately complete financial reports and documents according to Purdue University and Clay County fiscal guidelines. Working knowledge of filing systems with ability to create and maintain accurate and complete Department files.

Ability to properly operate standard equipment, including computers, calculators, printers, copiers, folding machines, projectors, audio equipment, video equipment, telephones, and other equipment as needed.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, confidentiality, attendance, safety, drug-free workplace, and personal conduct – in person, writing, and social media.

Ability to effectively communicate orally and in writing with co-workers, other county departments, Purdue University, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision, and with others in a team environment.

Ability to work rapidly for long periods on several tasks at a time, often under time pressure.

Ability to accurately perform arithmetic operations, such as counting, adding, subtracting, computing, and calculating; including but not limited to data collection, compiling, collating and classification.

Ability to occasionally work extended hours, evenings, and weekends. Travel required as needed for trainings and meetings.

III. RESPONSIBILITY:

Incumbent performs duties with work schedules and priorities determined by required deadlines and office workload. Assignments follow standard operating procedures or policy and procedural manuals. Errors in work are primarily detected or prevented through thorough review of work, supervisory review and procedural manuals. Undetected errors could result in loss of time to correct error and/or work delays in other departments/agencies.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and vehicle, involving sitting/walking at will, standing/walking for long periods, lifting/carrying/pushing/pulling objects weighing under 25 pounds, handling/grasping/fingering objects, driving, and hearing sounds/communication. Incumbent may walk on uneven terrain and work in extreme hot/cold temperatures, wet/icy surroundings, near dust/dirt, and/or in a noisy environment during fair time.

Incumbent occasionally works extended hours, evenings, and weekends and travels for trainings and meetings.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Office Manager for Clay County Extension Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined? Yes _____ No _____

If yes, please elaborate: _____

Applicant/Employee Signature

Date

Print or Type Name