

Administrative Assistant - Extension

Dept/Div: *Extension*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work providing office support to the Pine County Department of Extension, and related work as apparent or assigned. Work is performed under the limited supervision of the County Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Responsible for daily office management and coordination; provide reception for volunteers, consumer calls, and office requests; relate requests to staff, volunteers and others as needed; handle multiple competing demands; maintain County Extension webpage.
- Assist 4-H Coordinator with implementation components of 4-H records and files (animal ID's); compile and enters pre-and post-fair data; issue checks for County Fair; provides reports to county Ag Society following County Fair
- Assist with management and maintenance of SNAP-ED database; perform data entry as required; access and retrieve reports; create and edit written communication for SNAP-ED program, including but not limited to handouts, reports, presentations, newsletters, and spreadsheets; generate invoices and handle deposits from partner agencies; maintain supplies and materials for SNAP-ED.
- Work with Master Gardener Coordinator and Extension Master Gardener Volunteers with events (Hort Day, Plant Sale, Farmer's Market, County Fair)
- Draft and edit, correspondence including email, business documents, press releases, educational materials, reports, presentations, brochures, and announcements; may assist, edit or review correspondence and other communications between staff and others; maintain confidentiality of data.
- Provide general clerical support to support team efforts; maintain filing system; copy, fax, preparing mailings, compiling packets, and other general office duties as needed; maintain computer files and mailing lists; open and distribute mail; maintain office supplies and equipment, including ordering supplies. Maintains U of M and US Department of Agriculture publication files and orders supplies and publications as needed; schedule equipment checkout
- Receive and account for money at office; authorize bills for payment by Auditor's Office; monitor budget throughout the year and periodic reporting to Regional Extension Director and others as needed.
- Handles all incoming calls to the Pine County general information number and extends those calls to appropriate departments, provides information and resources to callers as needed.
- Serves as backup to Administrative Assistant in County Administrator's Office, including but not limited to drafting agendas, county board minutes and providing support to County Administrator as required.

Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; general ability to prepare correspondence, general ability to communicate effectively both orally and in writing with judges and volunteers; general knowledge of standard office equipment and software; general knowledge of 4-H programs and U of M Extension policies; general knowledge of billing statements, Google Search, attendance records presentation and brochure creation; thorough knowledge of 4-H Online Confidential and SNAP ED databases.

Education and Experience

High school diploma or GED with coursework in office administration, or related field and moderate experience with office management, or equivalent combination of education and experience.

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Physical Requirements

This work requires the frequent lifting up to 25 pounds with occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.