

Help Wanted

Nebraska Extension - Dawes County is taking applications for an office manager who has good communication skills, and is responsible, organized, and a team player. Proficiency in Microsoft Office products and web skills a must. Applications can be picked up at 250 Main Street, Suite 8, Chadron, NE 69337 or dawes.unl.edu. Bring application, resume & cover letter to the office or email to Jenny Nixon at jnixon@unl.edu. Closing date 1-26-2018.

NEBRASKA EXTENSION DAWES COUNTY

Office Manager

Job Description

DEPARTMENT: Nebraska Extension - Dawes County

This position is offered by Dawes County. The Office Manager is responsible for maintaining the efficient operation of the Nebraska Extension Office in Dawes County through performance of administrative and clerical support functions requiring a professional and helpful interaction with staff and clientele while maintaining a high level of confidentiality and adherence to federal, state, university and county program guidelines.

SUPERVISION / REPORTING: This position is supervised by the University of Nebraska Extension Unit Leader and reports to both the Unit Leader and the Dawes County Extension Board.

RESPONSIBILITIES:

1. Assists and collaborates with Nebraska Extension staff and volunteers in the timely and efficient preparation and delivery of materials for Extension programs, including 4-H programs.
2. Responds to clientele, volunteers, and Extension staff in a professional friendly manner while maintaining confidentiality within the office.
3. Supports the role and values of the University of Nebraska - Lincoln Extension programs within Dawes County and the state.
4. Serves as a primary reception and communication conduit to transfer messages and inquiries accurately to the appropriate Nebraska Extension staff member in a timely manner.
5. Processes orders, payments, claims, deposits, billing and fiscal documentation in a timely manner as directed or set forth by Extension staff, the University of Nebraska-Lincoln and Dawes County.
6. Communicates work load and tasks to the Unit Leader and Extension staff on a weekly or as- needed basis so that priorities can be coordinated and collaborative.
7. Refers, encourages, and enrolls clientele to take advantage of Extension resources and programs.
8. Organizes and maintains records, forms and documentation as needed and directed.
9. Processes and submits assigned County, UNL and Federal reports as required by programs.
10. Operates and maintains entries in databases including the UNL Web Pages and other electronic systems related to Extension programs.

11. Interacts with media sources to promote programs and press releases.
12. Completes assigned training for tasks related to Extension programs.
13. Other duties as assigned.

QUALIFICATIONS:

- High School Graduate or equivalent.
- Administrative and clerical computer experience.
- Positive public interaction experience.
- College coursework preferred.

ESSENTIAL KNOWLEDGE, SKILLS and EXPERIENCE REQUIRED:

1. Ability to work independently, prioritize daily work, reliably follow a work schedule and meet deadlines without supervision.
2. Knowledge and experience using Microsoft Office software including Excel, Word, Outlook, Publisher and Access.
3. Ability to interact with staff and the public in a calm and professional manner despite tension.
4. Ability to operate common office equipment and learn new equipment as needed.
5. Ability to learn and utilize a variety of computer and software programs.
6. Ability to receive and follow instructions and guidelines both verbally and written in a professional manner.
7. Ability to perform work in an office and field education setting which requires sitting, standing, walking, bending, limited driving, occasional adverse weather exposure, lifting up to 35 pounds occasionally, carrying 20-35 pounds occasionally, and interacting with the public in a variety of settings.

OTHER CONSIDERATIONS:

- Due to close work with children and use of county and state equipment and facilities, this position requires a clean driving record and an absence of alcohol, drug, child safety, and criminal history.
- Normal business hours are Monday – Friday, 8:00 am – 4:30 pm with a 30 minute lunch break.
- Some schedule flexibility is required during large Extension events such as seminars and fairs, this will be scheduled with the Unit Leader. Any hours over 40 per week are paid out as Comp time (1.5 times hours worked) in the same or next pay period. Pay periods are every 15 days.
- An orientation/training and probationary period of six months exists for new hires as a Dawes County employee.
- Dawes County Benefits Package included.

FORMER EMPLOYERS (LIST BELOW YOUR LAST THREE EMPLOYERS, STARTING WITH THE LAST ONE FIRST)

COMPANY	ADDRESS
PHONE NUMBER	DATES EMPLOYED FROM _____ TO _____
JOB TITLE	SUPERVISOR
WORK PERFORMED	
REASON FOR LEAVING	

COMPANY	ADDRESS
PHONE NUMBER	DATES EMPLOYED FROM _____ TO _____
JOB TITLE	SUPERVISOR
WORK PERFORMED	
REASON FOR LEAVING	

COMPANY	ADDRESS
PHONE NUMBER	DATES EMPLOYED FROM _____ TO _____
JOB TITLE	SUPERVISOR
WORK PERFORMED	
REASON FOR LEAVING	

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR		
NAME	ADDRESS & PHONE	YEARS ACQUAINTED
1)		
2)		
3)		

IN CASE OF EMERGENCY NOTIFY

NAME _____ ADDRESS _____ PHONE NUMBER _____

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND , IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE _____ SIGNATURE _____