

# **Texas A&M AgriLife Extension Service**

## **Office Administrator Job Description**

### **Nature and Scope**

The Office Administrator of the Texas A&M AgriLife Extension Service office works under the direct supervision of the County Coordinator and/or Extension Agent to whom he or she is assigned. The Office Administrator 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 Administrator and other staff to maintain a business atmosphere and create a feeling of goodwill on the part of callers and visitors to the office through courteous treatment and efficient service.

### **Clientele**

The Office Administrator must be congenial, professional, 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 Administrator 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 7 and State Texas A&M AgriLife Extension Service network. 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 and health related 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
- Ensure personnel files are up to date and secure
- Submit monthly reports and receipts to County Treasurer
- Maintain financial accounts

### **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 of educational programs
- Prepare and design monthly newsletters promoting agriculture, youth programs, and healthy living
- 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 community health
- 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
- Be prepared to assume leadership or serve in a supporting role in implementing programs
- Work with youth and adult volunteers as they serve on committees, clubs, and organizations
- 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. 4-H Program**

- Provide information to families who inquire about the 4-H 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 the proper office
- Approve all 4-H member registrations and contest entries via 4-H Connect
- Prepare a monthly 4-H Newsletter to distribute to all 4-H members
- Notify 4-H members of all upcoming events and event reminders via e-mail, telephone, or mail

### **7. 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
- Assist agent in preparing and submitting Ag Increment Report

### **8. Livestock Projects and Stock Shows**

- Prepare, submit to state office, and maintain livestock validation paperwork for horse, lamb, steer, swine and goat projects
- Assist families with stock show entry paperwork for county and major shows
- Collect livestock validation fees and entry fees
- Assist with scheduling livestock classes for the County Stock Show
- Maintain accurate records of show results for use in preparing the Livestock Auction sale order
- Ensure all 4-Hers have completed all required paperwork prior to receiving show checks

# 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

## 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
- Time management skills
- Computer skills including the spreadsheet and word processing programs, and e-mail

**Microsoft Word**

**Microsoft Excel**

**Microsoft Power Point**

**Microsoft Publisher**

**4-H Connect**

**Canva**

**Mail Chimp**

# Working Conditions

## Physical Demands

The Office Administrator 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 Extension Office is a very busy place. The Office Administrator is faced with constant interruptions and must meet with others on a regular basis. Office Administrator 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 Administrator must also deal with a wide variety of people on various issues. Confidentiality must be maintained amongst highest degree.