

**POSITION DESCRIPTION
COUNTY OF HANCOCK, INDIANA**

POSITION: Office Manager
DEPARTMENT: Purdue Extension
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Office Manager for the Purdue Cooperative Extension Service, responsible for office functions related to the delivery of Extension Education to the residents of Hancock County.

DUTIES:

- This position will work directly with the CED/YOUTH/ANR/HHS Educators and reports directly to Extension Educator, CED.
- Maintains work flow within and output from the office, including monitoring deadlines and time constraints.
- Provide office support for all program areas in the office. Performs various functions as assigned or as needed, such as ordering supplies as needed, occasionally meeting with supply vendors, picking up/delivering items from/to County Courthouse, maintaining computer databases.
- Develops an overall paper and records management plan in accordance with Purdue University's guidance on such matters.
- Maintains bookkeeping/financial records for the CES Education Fund, as directed by Purdue in compliance with the "One Secretary Office" designation.
- Maintains various fund account records on computer; educational fund and petty cash, posting receipts and disbursements, maintains current balances, reconciling with bank statements, printing reports as needed.
- Processes department payroll, entering omissions/corrections, and submitting to Auditor. Keep current records of all office personnel sick and vacation time.
- Performs duties of other department personnel in their absence or as needed.
- Answers telephone and greets office visitors, including providing information, taking messages, or transferring/directing to appropriate individual.
- Maintains Civil Rights File and publication index.
- Maintains inventory of office equipment and furniture and updates on a yearly basis.
- Assists with compilation of information and preparation of Budget for Hancock County Extension Board/SWMD Budget Committee.
- Works with County LOW Financial system.
- Under CED's direction is responsible for all Extension office Budget accounts to be spent wisely and kept in good standing order throughout the year.
- Responsible for coordinating processing of all county claims for the Extension Office through Purdue University, keeps records of all claims.
- Oversees the calendar for the meeting room at the Extension Office that is used by several organizations.
- Assists in preparing ES237.

- Uses 4honline system to aid in assisting clientele, sending invoices, and sharing information.
- Answers general questions for all program areas.
- Required attendance for evening and weekend functions when registration and fees are necessary and to assist with the Hancock County 4-H fair as needed.
- Ensures the proficient operation of Departmental equipment, maintaining records of all equipment manuals, service contracts and service records and troubleshooting problems within computer systems as needed.
- Responsible for notification of repairs on the facility to the Building Maintenance (heating, cooling, plumbing, electrical).
- Adheres to personnel policies as set forth by the County Commissioners.
- Performs other duties as it relates to the Extension Office.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Minimum high school diploma or GED. A Business Technology Associates Degree or experience in a similar position is highly preferred. Additional knowledge in computer (Microsoft – Word, Excel, Outlook, Power Point, Publisher; Purdue Extension Online Database, Salesforce, CVENT, Cascade, and Canva).

Ability to manage and coordinate multiple workloads and complete assignments effectively amidst frequent distractions and interruptions, often under time pressure.

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

Must possess valid driver’s license and demonstrated safe driving record.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, which may involve sitting for long periods, sitting/walking at will, standing/walking for long periods, lifting carrying boxes weighing under 25 pounds, sometimes more, bending reaching, close vision and hearing communication. Incumbent drives vehicle to run Departmental errands. Incumbent occasionally works extended, weekend and/or evening hours, and occasionally travels out of town for training.

COMPENSATION:

This position would begin as a part time position to allow the applicant time to train under the current office manager, but would then transition into a full-time position. Part time pay would begin at \$18 an hour for up to 30 hours a week (depending on applicants’ availability). Full time salary is \$42,500 working 35 hours a week with full county benefits.

Signature_____

Date_____