

**POSITION DESCRIPTION  
COUNTY OF OWEN, INDIANA**

**POSITION:** Office Manager  
**DEPARTMENT:** Extension Office  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** November 2020  
**DATE REVISED:** November 16, 2020

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Owen 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, unless those accommodations would present an undue hardship.

Incumbent serves as Office Manager for the Owen County Extension Office, responsible for maintaining accurate database records, bookkeeping, assisting with 4-H Fair preparations and duties, general office work, and assisting the public.

**DUTIES:**

Maintains and updates 4-H database records, including membership enrollments, fair registration database, preparation/posting of historical information, and donor information.

Answers telephone and greets office visitors, providing information and assistance, answering questions, taking messages, and/or directing to appropriate department or individual.

Serves as liaison between Extension Office and Purdue University.

Prepares and mails various documents, including but not limited to 4-H, ANR, HHS, and Extension Homemakers newsletters and Purdue Extension information letters.

Compiles all necessary information for 4-H Fair's Superintendents and Judges, assembles awards, and prepares statistical 4-H Fair reports. Prepares reports to State Extension Directors, including year-end financials.

Performs various clerical duties, including but not limited to maintaining files and filing system, maintaining supplies, publications, and equipment inventory, and ordering/negotiating with vendors.

Maintains office and county accounting records, including expense reports, payroll, claims forms, and communication with auditors.

Performs related duties as assigned.

Extension/Office Manager

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Working knowledge of standard office procedures and basic computer and 4-H software, including but not limited to word processing, spreadsheet, publishing, email, and presentation software, and 4H and fair registration integrated management software, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to edit and proofread publications, and prepare newsletters and correspondence.

Working knowledge of basic bookkeeping/accounting practices and principles, with ability to prepare payroll documents, complete financial paperwork, and maintain accurate financial accounts.

Ability to count, compute, perform arithmetic operations, and compile/collate/classify data.

Ability to properly operate standard office equipment such as computer, calculator, copier, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

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

Ability to prepare reports, plan and layout assigned work projects, and apply knowledge of people and/or locations.

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

Ability to file, post, mail materials, and maintain accurate and organized records.

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

Ability to work rapidly for long periods of time, work on several tasks at the same time, often under time pressure and amidst frequent distractions.

Ability to occasionally work extended hours and weekends and travel out of town for training, but not overnight.

Possession of a valid driver's license and a demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs a variety of standard and recurring duties according to a flexible, customary routine. Work priorities are primarily determined by seasonal deadlines, and service needs of the public. Assignments are guided by definite objectives using a variety of procedures. Incumbent receives indirect or occasional supervision, and on rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Work errors are primarily detected or prevented through supervisory review. Errors may result in loss of time to correct error.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, supervisor, other County departments, Purdue University personnel, educators, program assistants, auditors, and the public, for the purpose of exchanging information and rendering service.

Incumbent reports directly to County Extension Director.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, a vehicle, and outside, involving sitting/walking at will, sitting/standing/walking for long periods, keyboarding, close/far vision, lifting/carrying/pushing/pulling objects weighing less than 25 pounds, bending, crouching/kneeling, reaching, driving, speaking clearly, hearing sounds/communication, speaking clearly, handling/grasping/fingering objects, and occasionally works in extreme hot temperatures.

Incumbent occasionally works extended hours and weekends and travels out of town for training, but not overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Office Manager for the Owen 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 \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name