

Nebraska Extension Cheyenne County is accepting applications for the position of full-time Office Manager in Sidney, Nebraska.

The office manager provides support to the Extension Educators/Assistant in their programming to develop and carry out quality educational/informational programs for the public. Primary duties include serving as receptionist for the office, financial recordkeeping, and clerical support.

Qualifications: Applicants must have a valid driver's license. Administrative, recordkeeping, clerical experience, and computer skills necessary. Ability to work independently without direct supervision, time management skills, reliably follow a work schedule and meet deadlines. Competencies include initiative, written communication proficiency, and organizational skills. Interact with staff and the public in a calm, friendly, and professional manner.

Salary starts at \$15/hr; an increase is negotiable for experience. Benefit package available in addition to salary.

Applicants must pass the Nebraska 4-H/DHHS Youth Protection Volunteer Screening process and complete the Nebraska 4-H Risk Management Course.

Application and job description are available from the Cheyenne County Extension Office, 920 Jackson Street, Sidney, Nebraska, or at the Cheyenne County Clerk's Office, Court House, 1000 10th Avenue, Sidney, Nebraska, or www.cheyennecountyne.net (click on Employment Opportunities).

Cheyenne County is an equal-opportunity employer. This is a veteran preference position. Applicants with disabilities are encouraged to request necessary accommodations in the application process. ADA inquiries should be directed to Paul B. Schaub, Cheyenne County Attorney, 1212 Jackson Street, PO Box 217, Sidney, Nebraska 69162. Phone (308) 254-6060.

Please mail, email, or deliver a cover letter and resume with a completed application to either one of the following:

Cheyenne County Extension – Jamie Bright, Extension Educator
920 Jackson Street
PO Box 356
Sidney, NE 69162
Jamie.bright@unl.edu

Cheyenne County Clerk
Cheyenne County Court House
1000 10th Avenue
PO Box 217
Sidney, NE 69162
clerk@cheyennecounty.net

The position is open until filled. The application deadline is September 15, 2024.

**NEBRASKA EXTENSION - CHEYENNE COUNTY
POSITION DESCRIPTION
OFFICE MANAGER**

ABILITIES REQUIRED:

- A. Administrative, recordkeeping, and clerical experience necessary.
- B. Ability to work independently without direct supervision, time management skills, reliably follow a work schedule and meet deadlines.
- C. Competencies include initiative, written communication proficiency, and organizational skills.
- D. Interact with staff and the public in a calm, friendly, and professional manner.
- E. Computer skills require proficiency in Microsoft 365 programs, Quicken, web page maintenance, and social media. Will need to learn and use 4HOnline and Showworks programs.
- F. Applicants must pass the Nebraska 4-H/DHHS Youth Protection Volunteer Screening process and complete the Nebraska 4-H Risk Management Course.

GENERAL RESPONSIBILITIES:

- A. The Nebraska Extension-Cheyenne County Office Manager provides support to the Extension Educators/Assistants in their programming to develop and carry out quality educational/informational programs for the public. **The Office Manager's primary duties include serving as a receptionist for the office, general daily operation and financial records as required by Cheyenne County and the University of Nebraska, and providing clerical support for the Extension Educators/Assistants.** Duties are carried out under the supervision and direction of the Lead Educator.
- B. The Office Manager shall coordinate with Educators/Assistants to facilitate the timely assignment and completion of Extension Office projects, providing input to help prioritize and organize the office.
- C. An appropriate level of confidentiality must be maintained along with adherence to federal, state, university, and county program guidelines.
- D. The Office Manager may participate in educational activities or training that will enhance his/her skills and performance.

SPECIFIC RESPONSIBILITIES:

Receptionist duties emphasize the fact that the Office Manager is often the first contact for the public with the Nebraska Extension Office. These contacts should be made in a professional, courteous manner.

- Have primary responsibility for answering the phone and directing phone calls.
- Be the primary person to greet clientele entering the Extension Office. The Office Manager shall determine the clientele's needs and direct them to the appropriate Educator/Assistant.
- Take detailed messages and/or provide information to the client via written materials or Internet search from a valid source that utilizes research-based information in the event the appropriate Educator/Assistant is not in the office.
- Shall not respond to public inquiries beyond the scope of available, written material. This is the responsibility of the Extension Educator/Assistant.
- Be informed about and take phone registrations for Extension Office Activities.
- Provide information and publications to assist 4-H families with questions about 4H programs, enrollment, manuals, resources, and activities.
- Have a general working knowledge to provide clientele with information for testing water, soil, and feed samples.
- Keep all calendars current and coordinated.
- Maintain and update the UNL Extension website, web calendar, and social media pages.

Duties related to daily operation and financial record keeping and preparation, maintenance, and filing of the supporting documentation as required by the State of Nebraska, Nebraska Extension, Cheyenne County, and Cheyenne County Extension Board include:

- The Office Manager shall be responsible for keeping financial records for the Cheyenne County Extension Office using computer software. These records shall be supplied to Nebraska Extension, Extension Educators, Extension Board, County Commissioners, and/or County Clerk upon their request or as scheduled.
- Develop and keep budget reports.
- Receipt and deposit fees for event and workshop registrations, enrollment fees, and publications, per UNL policies.
- Keep documentation for payment of expenses by either Nebraska Extension ("Cost Object Account") or Cheyenne County Clerk's Office ("Tax Account"), and prepare shadow reconciliation and transaction reports for the "Cost Object" account. Submit reports as requested to UNL.
- Submit salary claims to the County Clerk. Maintain time sheets and leave records.
- Prepare and submit monthly bills to the County Clerk, maintaining copies of supporting documentation available for audit if requested.
- Follow records retention guidelines for documents.

The Office Manager will be responsible for incoming and outgoing mail and distributing and circulating mail.

The Office Manager shall keep the official inventory of office equipment and schedule maintenance as needed.

- Keep records of equipment checked out by the public.
- Maintain and submit inventory of County-owned equipment. Maintain inventory of UNL-owned equipment.

The Office Manager will be responsible for ordering supplies. For general-use supplies, this will be done in advance to ensure a supply on hand without exceeding the budget. All large orders should be brought to the attention of the Lead Educator.

Maintain records for the Extension Board. This could include keeping a current notebook of correspondence, preparing reports for Board meetings, and making phone calls before the day of the meeting.

Duties relating to clerical/secretarial support for the Extension Educators/Assistants may include the following:

- Typing and editing support, including the use of word processing and spreadsheet programs.
- Sending news releases to appropriate media concerning events and deadlines. Post events on Web sites and Facebook.
- Preparation of mailings as directed.
- Design and preparation of workshop fliers, brochures, and display boards.
- Assemble materials and equipment for meetings.
- Submit reports, forms, and fees for Pesticide training as required by the State.

4-H support can include:

- Maintain 4-H records and supplies to adequately conduct the 4-H program with guidance from extension staff.
- Be responsible for operation of the 4-H computer program including participation in training and responding to changes to update the program.
- Function as a liaison between 4-H families, volunteers, and other clientele and the extension staff.
- Extended responsibilities include attendance and assistance with 4-H council meetings, pre-fair and fair activities, and educational programs as required by extension staff.
- Tax reporting for 4-H clubs
- Review and approve enrollment information via 4HOnline.
- Financial processes for 4-H Council and 4-H Foundation, including compilation of bills for payment and monies received for deposit, and reconciliation of bank statements. File Foundation annual sales tax report.
- Maintain inventory of 4-H Council property.

Additional duties:

- Assist in planning workshops and meetings. Reserve locations, make meal arrangements, take registration at meetings, etc.
- Maintain Cheyenne County Annual Report.
- Other duties as requested.

Signature of Employee

Date Signed

Signature of Employer

Date Signed