



Position Description University Extension Office Manager/Bookkeeper for the combined office of Clinton/DeKalb Counties located at 607 Lana Drive, Suite A. Cameron, MO.

Beginning salary: \$12 per hour

30-hour week

The office manager/bookkeeper is an employee of the combined office for both University of Missouri Extension Councils of Clinton and DeKalb Counties. The office manager/bookkeeper is responsible for a complex variety of secretarial work involving the performance of secretarial duties, office management and bookkeeping for both county's extension programs. The Clinton/DeKalb Office Manager support staff is employed and paid monthly by the Clinton/DeKalb County Extension Councils. Annual salary adjustments are not automatic.

MAJOR DUTIES

A. Effective Communications

1. Manage incoming telephone calls. 2. Ensure regular distribution of both postal and electronic mail. 3. Ensure mail is posted nightly. 4. Ensure that all typing is completed in a timely manner. The appearance of the final typed material must promote a good professional image. 5. Assist with correspondence exams. 6. Handle soil tests, forage lab tests, plant pathology, bean germination, private applicators license and pressure gauge testing. 7. Cordially and diplomatically, assist all office visitors. 8. Maintain a spirit of cooperation with staff; working as a team to accomplish the objectives of Extension. 9. Maintain information flows and messages for specialists. 10. Project a positive image and maintain appropriate office dress attire.

B. Support of the Overall Office Operation

1. Ensure that the office is opened and closed in accordance with the established schedule. 2. Develop and maintain an effective and systematic filing system. 3. Ensure that an adequate inventory of all necessary office supplies is maintained. 4. Effectively manage and maintain an appropriate inventory of guide sheets, bulletins and other resource material. 5. Manage and maintain an office inventory of all office furniture and equipment. 6. Ensure that the overall appearance of the office area promotes a neat, clean and professional image. 7. Ensure or maintain an up to date county web page following established web guidelines and all approved social media platforms.

C. Support of County Specialists and 4-H Youth Program Associate

1. Assist each staff member with the development and maintenance of program mailing lists. 2. Assist each staff member with development of program materials as required. Prepare newsletters and other materials for mailing. 3. Maintain county web sites and all social media platforms related to the county extension communications.

D. Support of County Extension Council

1. Maintain extension council's financial records. 2. Prepare all council minutes and letters. 3. Maintain council's files. 4. Mail checks to claimants the day after the Extension Council meets or after signature(s) are on checks. Retain and file copy of all bills in appropriate monthly folders. 5. Prepare quarterly and yearly tax statements. 6. Other duties as assigned by the Council or CPD.

QUALIFICATIONS

1. Education equivalent to high school diploma. 2. Ability to do accurate typing at 50 words per minute. 3. Excellent proofreading skills. 4. Good communication skills, including the ability to write a good business letter. 5. Ability to learn to use a computer in a variety of applications, including word-processing, mailing, QuickBooks, all Microsoft Word, Office, etc. and other desired skills; PowerPoint, Excel, and other presentational formats. 6. Double Entry Bookkeeping Skills essential. 7. Team Player.

ACCOUNTABILITY

The county office secretary supports the program efforts of all extension professional and paraprofessional staff. The County Engagement Specialist in cooperation with each Extension Council provides the regular supervision of the office secretary.

Office Manager support staff are employed and paid monthly by the Clinton/DeKalb County Extension Councils. Salary adjustments will be made on January 1 or upon approval of County commission funding of each year if need be. After a probationary period has been satisfactorily completed, staff may be eligible for a salary adjustment if budget allows.

All involvement and responsibilities of employees support the mission and purpose of MU Extension and conduct all activities in accordance with the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act and local, state and region affirmative action plans.