



Extension

University of Missouri

POSITION DESCRIPTION

University of Missouri Extension Howell County Support Staff

The University of Missouri Extension Howell County Support Staff is an employee of the University of Missouri Howell County Extension Council. The County Support Staff employee is responsible for a complex variety of secretarial and engagement work involving the performance of administrative support duties for the total Howell County University of Missouri Extension program.

MAJOR DUTIES

Effective Communication

1. Manage telephone calls
2. Ensure regular distribution of postal and electronic mail
3. Work with Engagement Specialist to develop and maintain effective marketing campaigns
4. Complete soil tests, forage lab tests, plant pathology tests, private applicator licenses, and pressure gauge testing
5. Cordially assist all office visitors
6. Maintain a spirit of cooperation with staff, investors, and council members; working as a team to accomplish the objectives of MU Extension
7. Maintain information flows and messages for Specialists
8. Project a positive image in the community of Education and the MU Extension mission
9. Project a positive image and appropriate office dress attire

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, organized, and systematic filing system
3. Ensure an adequate inventory of all necessary office supplies is maintained
4. Manage and maintain an office inventory of all office furniture and equipment
5. Ensure the appearance of the office promotes a neat and professional image; including routine restroom and common area maintenance and cleaning
6. Maintain the county web page following established web guidelines
7. Maintain the county Facebook page following established social media guidelines
8. Participate in community events as delegated by Extension Council and Engagement Specialist to advocate for MU Extension

Support of County Specialists

1. Assist each staff member with the development and maintenance of program as directed
2. Assist staff members with promotion of upcoming events
3. Assist each staff member with upcoming program duties as assigned
4. Prepare newsletters, fliers, and other materials as directed

Support of County Extension Council

1. Maintain Extension Council's financial records, retaining copies of bills and copies of all transaction receipts in organized financial system as required
2. Maintain Extension Council's Affirmative Action file and other records as needed
3. Prepare quarterly and yearly tax statements
4. Prepare all necessary meeting documents for Extension Council meetings
5. Mail checks to claimants the day after Extension Council meetings
6. Complete County Annual Report

Additional Qualifications

1. Minimum education high school diploma
2. Service-oriented mindset that enjoys working with the community
3. High proficiency in a variety of computer programs, including QuickBooks, Microsoft Word, Excel, Publisher, and PowerPoint. Microsoft Teams and Zoom also used.
4. Additional duties as assigned by Engagement Specialist and Extension Council

ACCOUNTABILITY

The county office secretary supports the program efforts of all Extension Professional and Para-professional staff. Additional days/hours outside of regularly scheduled business hours will be required and compensated via compensatory time.

The regular supervision of the office secretary is provided by the Engagement Specialist in cooperation with the Extension Council.

PERSONNEL

Salary Adjustments are determined by the level of County Commission appropriations obtained by the Extension Council. Employees are paid monthly.