

K-State Research and Extension, River Valley Extension District #4 Office Professional Position Description

Description:

The District Office Professional presents the first impression of the River Valley Extension District and K-State Research and Extension on the local level while greeting and communicating with the public via face to face, telephone, or by other electronic communication methods.

The District Office Professional reports overall to the District Extension Director, on a day-to-day basis to the local agents, and on area of assignment to all district extension agents. This position is a full-time, hourly position with salary and benefits provided by the River Valley Extension District.

General Responsibilities:

The District Office Professional provides general administrative support to the River Valley Extension District. This work is primarily sedentary and will be performed at a desk or in the office environment. The work may require some repetitive movement of the arms and hands. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events. Employee is responsible for the observance of district policies and procedures. Attendance and observance of work hours is important to be successful in this position.

Specific Responsibilities may include:

- *Respond to routine requests from the public and refer questions as appropriate.
- *Be familiar with staff schedules in order to professionally respond to phone calls and office visits.
- *Receive, sort, open, and dispense incoming mail to appropriate staff. Facilitate outgoing mail.
- *Sort and file correspondence, records, publications and other information for future retrieval.
- *Accurately record and deposit all district related funds received in the office, submitting copies of the District related deposits and receipts to the District administrative office monthly.
- *Compile, copy, and submit all District related bills, notices and personnel related documents, as well as District vehicle logs, to the District administrative office monthly.
- *Receive and record registrations for events.
- *Prepare regular and routine documents, reports and schedules.
- *Maintain databases and mailing lists as assigned.
- *Coordinate with District Extension Director and the District Financial Office Professional the ordering of supplies, equipment and publications for the local office.
- *Keep publication racks stocked and rotated.
- *Handle, document, and mail soil tests, plant and insect identification, and plant diagnostic tests.
- *Coordinate office equipment checkout.
- *In the absence of the local agents and or 4-H Program Assistant, the office professional may hand out an educational bulletin or other materials to answer specific questions. If the information provided does not clearly answer the questions, the office professional should refer the matter to the appropriate extension professional.
- *In coordination with the District 4-H Program Assistant and local District Extension Agents, manage the finances and accountability of the local 4-H Activity Account(s).
- *In coordination with the District 4-H Program Assistant, the District Extension Director and the District Livestock Agent, assist in the management and use of the Fair Management software.
- *In coordination with the 4-H Program Assistants and under the supervision of the District 4-H Extension Agent, assist with the input and maintenance of the 4-H database and of the volunteer management systems, files and other related confidential information.

Distribution of Office Professional Duties: the following duties will be distributed among the four office professionals of the River Valley District based upon interest, skills, and needs as assigned by the District Extension Director in cooperation with the River Valley Agents and Board.

*Prepare, proof, copy, and distribute correspondence, news columns, news releases, meeting & event notices, and flyers via mail or email to all media outlets for the local office staff.

*Maintain web pages with up-to-date information.

*Assist with the posting and maintenance of the District 4-H Facebook Page and other social media.

*Using MS Publisher prepare the RVED General and 4-H newsletters in cooperation with the River Valley District Agents and 4-H Program Assistants. Coordinate with KSRE University Printing for the printing of the newsletters. Coordinate the mailing of newsletters.

*Coordinate the reporting of agent annual and sick leave to the Area Extension Office.

*In cooperation with the District Extension Director, the District Board Treasurer, the District Board Secretary and the other district office professionals and staff, gather all monthly district bills and statements and prepare the monthly financial statement and board materials. Assist the District Director in the maintaining the financial records of the district and the filing of all reports.

Required Knowledge, Abilities and Skills:

*Ability to represent the River Valley Extension District in a professional manner.

*Work as a team member with the staff and board of the River Valley District.

*Must be able to speak, write, understand, and comprehend the English language.

*Must possess basic skills in spelling, grammar, math, and accounting.

*Knowledge of the operation of office equipment and personal computers.

*Knowledge of standard formats for letters, memos and reports.

*Ability to keep sensitive information in a confidential manner.

*Ability to learn, follow, and apply rules, policies and procedures.

*Ability to use basic word processing, spreadsheet, and database applications.

*Ability to record, file and retrieve information.

*Ability to communicate effectively both verbally and in writing.

*Ability to establish and maintain effective working relationships.

*Ability to understand and follow step by step verbal and written instructions.

*Ability to navigate the World Wide Web having a basic knowledge of the “online” environment.

Benefits and Pay:

Benefits will be offered with this position and will include: health insurance, KPERS (Kansas Public Employees Retirement System), Annual Leave, and Sick Leave. The hourly wage will be competitive with the local market and based on previous work experience, education, and training.

To apply provide the following:

*Application-available on the district webpage or by contacting the River Valley District Director,

*Cover Letter and Resume,

*Proof of academic course work or training beyond high school if any,

*Names and contact information of one work-related, non-family reference,

*Completed Applicant Information Profile – available on web page for from District Director,

Return all application materials and direct all communication to John Forshee, River Extension District Director, 322 Grant Avenue, Clay Center, KS 67432. (jforshee@ksu.edu or 785-632-5335 or 785-447-1291) by noon on Monday, February 12, 2018 or until the position is filled. Applicants may access the River Valley District web site at www.rivervalley.ksu.edu for more information.

K-State Research and Extension is an equal opportunity provider and employer.