

Office Professional Position Description for Ford County Extension Office

Employer and Supervisor:

The office professional reports to the local unit director and/or other extension agents. The local extension board provides the salary and benefits.

General Responsibilities:

The office professional provides general administrative support to the Ford County K-State Research and Extension educational program.

Specific Responsibilities:

- Present the first impression of the local extension program and K-State Research and Extension while greeting the public and answering the telephone.
- Respond to routine requests from the public. Refer other requests to the appropriate individual.
- Be familiar with schedules of agents in order to respond to phone calls and office visits.
- Open, sort and date-stamp mail. Make copies as appropriate to keep everyone informed of important information.
- Organize correspondence, records and other information for future retrieval.
- Copy and distribute correspondence, news releases and meeting and event notices via mail, email, or social media. Maintain web pages and social media with up-to-date information.
- Assist with creating documents such as newsletters, fliers, brochures, etc.
- Responsible for rental scheduling, collection of rent, proof of insurance, etc., for the Ford County Fair Building.
- Receive and record registrations for events.
- Prepare regular and routine documents, logs, reports and schedules. Maintain employee personnel files, Agent leave time, KPERS and other regulations.
- Maintain databases. Keep mailing lists and databases up-to-date. Keep publications racks stocked and rotated
- Coordinate ordering of supplies, equipment and publications.
- Maintain accounts payable, accounts receivable and budgets.
- Prepare monthly financial reports for the board. Prepare monthly payroll including filing of state and federal reports.
- Assist agents with County Fair.
- Delegate duties as appropriate to part-time employees or volunteers.
- Operate equipment such as computer and copy machines. Perform routine maintenance of office equipment and arrange for repair when necessary.
- Carry out other related duties as assigned.

Required Knowledge, Abilities and Skills:

- Ability to represent the local office of K-State Research and Extension in a professional manner.
- Knowledge of English, spelling, grammar and basic math.
- 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 and apply rules, policies and procedures.
- Ability to use 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.

The 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.

Bi-lingual preferred, but not required.

Benefits

KPERS Retirement, vacation, sick and holiday leaves.

Application can be found at the Ford County Extension Website:

www.ford.k-state.edu

Submit application to Ford County Extension, 100 Gunsmoke, Dodge City, KS 67801, or aburns@ksu.edu.

Applications accepted until March 9, 2024 or until position is filled.