

## POSITION DESCRIPTION

**Title:** Assistant II Position – Waller County Extension Office

**Department:** Waller County Extension Office

**Location:** Waller County

**Reports To:** Department Head

**Pay Grade:** Hourly Rate, \$19.38

**FLSA Status:** Nonexempt

### SUMMARY:

The Waller County Assistant II Position – Waller County Extension Office is responsible for providing primary leadership related to office management for the entire Waller County Extension Office. Additionally, they are to provide a variety of administrative and secretarial services for Extension Programming. The Assistant II Position – Waller County Extension Office is responsible for cultivating a business office atmosphere. The Assistant II Position – Waller County Extension Office must have a personal interest in the success of the Texas A&M AgriLife Extension Service program and Cooperative Extension Program in the county and willingly accepts responsibility for working with all County Extension Agents to ensure the success of programs. The responsibilities of Assistant Position II – Waller County Extension Office should be performed in a professional manner through coordination and cooperation with the entire County Extension Staff.

### SUPERVISION RECEIVED:

This position reports directly to the Waller County AgriLife Extension County Coordinator (Department Head) who is employed by Waller County and Texas A&M AgriLife Extension Service. The position will provide daily programmatic support for all agents and programs in the department as needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

An individual must be able to perform each essential duty satisfactorily. Essential duties and responsibilities may include, but are not limited to, the following:

- Opens office on time, remains on duty throughout office hours, and sees that office is neat and orderly.
- Maintains professional appearance, demeanor, and environment.
- Submits timecards to appropriate county departments for processing.
- Maintains (daily updates) Waller County AgriLife Extension website.
- Helps office manager maintain all inventories, records, office equipment (copier included), and supplies for the Waller County Extension Office following both Texas A&M AgriLife Extension and Waller County guidelines.
- Responsible for coordinating with AgriLife Extension IT to maintain/update office computers regularly.
- Coordinates office conference schedule, records, and disseminates all minutes to AgriLife Administration.
- Assembles information needed to answer letters and attaches any pertinent previous correspondence.
- Establishes priority for jobs. Uses approved correspondence style, prepares correct number of copies, proofreads, and properly arranges all copies for signature.
- Directs callers/visitors to the appropriate County Extension Agent or information source. Knows the interrelationship of the Texas A&M AgriLife Extension Service and Prairie View Cooperative Extension Program with other Federal and State agencies and local associations and organizations to the extent that office callers can be directed to the proper agencies, associations, or organizations.
- Helps create documents and helps manage all details related to marketing, registration, preparations for Extension events/programs.
- Assists with all 4-H events/programs – programmatic content development, registration, event setup.
- Assists with Agriculture/Natural Resources and Family and Community Health programs as needed.
- Maintains an accurate mailing lists to include address, email, and/or telephone numbers for Agricultural/Natural Resources Extension Programs and the 4-H Program.
- Help Office Manager keep and maintain accurate records of monies received in the Extension Office for Extension events/programs via cash, check, PayPal, or other electronic payment options.

- Responsible for maintaining social media/communication platforms including but not limited to Facebook with guidance from Waller County Extension Office staff.
- Responsible for helping the office manager maintain the office calendar and scheduling of rooms.
- Must maintain office confidentiality.

#### **PERIPHERAL DUTIES**

- Provide support for Waller County AgriLife Extension Events after-hours as assigned.
- Perform special projects as assigned.
- Travel out of town to attend meeting and/or training may be required periodically.

**LIMITATIONS AND DISCLAIMER:** The duties and responsibilities listed above are intended to describe the general nature and level of work performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent.
- Two (2) years related experience and training.
- Any equivalent combination of education, experience, training, and/or certifications which provide the required knowledge, skills, and abilities will be considered.

#### **PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

- Proficient in utilizing Microsoft Office Suite, Adobe Suite, WordPress, Canva, etc.
- Basic understanding of Extension and Extension Related Programming.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be able to successfully perform the essential duties and responsibilities described above.
- Must be able to successfully perform standard office practices and procedures.
- Must be able to successfully read and interpret department, county, and state agency policies and procedures.
- Must be able to communicate effectively, both orally and in writing with supervisors, coworkers, the public.
- Ability to prioritize tasks as assigned by County Extension Agents.
- Must be able to establish and maintain effective working relationships with coworkers.
- Must be able to maintain regular attendance, be dependable, resourceful, and be able to work independently.
- Must be able to work well with others as a member of a team including but not limited to Agents, Volunteers, Staff, Interns, etc.
- Must be able to perform tasks and receive supervision in a professional manner.
- Must be able to understand and follow oral and written communications.
- Must be committed to customer service.
- Must be proficient and knowledgeable in computer skills – Microsoft, Adobe Acrobat, WordPress, and other.
- Must possess a strong knowledge of English language, spelling, grammar, punctuation, and math.
- Knowledge of current office practices, policies, procedures, systems, equipment, and machines.
- Willing to learn subject matter related to all segments of Extension (4-H, Ag/NR, FCH, etc.)

#### **CERTIFICATIONS, LICENSES & REGISTRATIONS**

- Valid Texas Driver's License
- Ability to acquire Texas Notary Public designation.

#### **SPECIAL REQUIREMENTS**

- Must pass a volunteer screening with Texas 4-H – requires background screening and volunteer training.

#### **TOOLS AND EQUIPMENT USED**

- Computers (desktop, laptop, tablet)

- Software (MS Office, Adobe Acrobat, Camtasia, WordPress, Eventbrite, etc.)
- Printer/copier/scanner/fax
- Multi-Line Office Phone System
- Software for Marketing Material Development (Canva, etc.)
- Google Applications, Assessment Development Platforms (Qualtrics, etc.)
- Website Development Platforms (WordPress, etc.)

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

- Sedentary work at a desk in an office setting.
- Maintain physical condition to perform assigned duties and effectively handle work environment and conditions (typing for extended periods of time; lifting/carrying light material; exposure to computer screens).
- Maintain the ability to occasionally stand, walk, kneel, and bend; Reach, grip and use fine dexterity; push & pull objects; occasionally lift and carry up to 20lbs; occasionally rotate upper trunk forward at the waist and partially at the knees; occasionally rotate upper trunk to the left or right while sitting or standing; place arms above, at or below shoulder height; use of vision and depth perception; talking and hearing.

## **WORKING CONDITIONS**

- A combination of work in an office environment and work outdoors.

## **SPECIAL NOTE**

- Waller County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. If you require an accommodation, please request assistance from the Human Resources Department.
- This job description does not constitute an employment agreement between the employer (Waller County) and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “At Will” employment, and under no circumstances is this a contract for employment.

## **APPLICATION INSTRUCTIONS**

- Completed applications can be turned in to the Waller County Extension Office during regular business hours or mailed to the Extension Office.
  - Office Hours: Monday-Friday, 8am-12noon & 1pm-5pm
  - Office Address: 846 6<sup>th</sup> St. Hempstead, TX 77445
  - Office Phone: 979-826-7651
- Emailed, electronic, or faxed applications are **not** accepted.