



# VALLEY COUNTY JOB DESCRIPTION

## *Extension Administrative Assistant*

**Department:** Extension

**Reports to:** Extension Educator

**Pay Grade:** 5

**Date Established:** 8/2016

**Date Revised:**

**FLSA Status:** Non-Exempt

### **CLASSIFICATION SUMMARY**

Performs administrative, clerical, and customer service duties in support of the University of Idaho extension services. Latitude is given for independent judgement under supervision.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintains and distributes e-mail to appropriate parties;
- Maintains program scheduling and event appointments for Extension programs;
- Maintains program enrollment, projects and activities;
- Markets and registers participants in programs;
- Processes accounts payable and accounts receivable following University of Idaho policies;
- Creates department correspondence;
- Prepares required reports;
- Maintains databases;
- Works closely with Valley County representatives on financial and technology needs and issues;
- Submits additions and changes to Valley County Extension website in coordination with Extension specialist, 4-H coordinator and educator;
- Manages and distributes departmental literature;
- Maintains and orders office supplies;
- Makes travel arrangements;
- Creates monthly newsletters;
- Sets up, organizes and maintains all department files;
- Maintains confidentiality when appropriate;
- Responds to questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.
- Ensure compliance with the University of Idaho policy on non-discrimination as stated in the University of Idaho Faculty Staff Handbook, Section 3060;
- Contributes to University of Idaho Extension and Valley County Extension Affirmative Action and Americans with Disabilities Act Plans;
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS:**

- High school diploma or equivalent and one year of experience in an administrative office.
- Intermediate computer skills;
- Strong customer service skills;
- Knowledge of Extension program offerings and protocols;
- Knowledge of record keeping and filing practices and procedures;

- Document and database management skills;
- Ability to maintain Website;
- Basic bookkeeping skills;
- Experience in Quickbooks;
- Ability to manage social media platforms;
- Experience in marketing and advertising tools including: Publisher, Canva, Eventbrite, Mailchimp
- Familiarity with virtual web conferencing platforms
- Ability to plan, organize and coordinate meetings and special projects;
- Assess problem situations and develop effective answers;
- Strong command of the written English language;
- Ability to prepare and present accurate and reliable oral and written reports;
- Strong verbal and written communication skills;
- Ability to listen for understanding;
- Able to articulate ideas in the English language;
- Ability work independently and exercise initiative, with general guidance and supervision;
- Ability to work as part of a team;
- Good judgment and problem-solving skills;
- Ability to maintain a professional demeanor;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to demonstrate integrity and ingenuity in the performance of tasks and solving problems.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

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

While performing the duties of this position, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone. The employee works in an office setting where the noise level is usually moderate. This position requires occasional site visits, with possible exposure to adverse weather conditions.