

Texas A&M AgriLife Extension Service
Navarro County
Office Manager
Position Description
October 25, 2022

The office manager is under the direct supervision of the Navarro County Coordinator Agent. It is the responsibility of the Office Manager to manage the office in a professional, business-like atmosphere. All Guests Visitors, and staff should be treated in a courteous, professional, and efficient manner.

General Duties

1. Opens office on time and remains on duty during office hours. Ensures the office is maintained in a neat and orderly manner.
2. Greets visitors and refers them to the appropriate agent or information source.
3. Gives prompt and courteous answers to requests for information.
4. Collects money for various activities such as, Ag programs, 4-H projects & Programs, Family and Consumer Science programs, and validations.
5. Checking voicemail in the morning and after lunch and relaying messages to appropriate agents. Checking copier routinely and keeping it stocked with paper.
6. Handles routine inquires on own initiative or refers the call to appropriate agent.
7. Keeps monthly record of all calls and visitors to the office.
8. Knows the whereabouts of the agents and expected time of return to office.
9. Attends weekly office conferences and takes and transcribes minutes.
10. Prepares and reviews correspondence prepares required reports and coordinates paper flow and records
11. Gathers and prepares information for yearly budget and enters information into proper system.
12. Maintains mailing and email databases for extension committees and other organizations.
13. Prepares and reviews correspondence
14. Assists with orientation and training of new Extension Agents and support staff.
15. Set up and maintain Navarro County Texas AgriLife Extension Service Web Page. Put all newsletters, news releases, activity flyers, and result demonstration reports on web for public viewing.

Staff support to Extension Agents

1. Have good skills in typing, spelling, punctuation, and grammar. Be experienced with a variety of computer software, including MS office, Canva, Adobe, etc.
2. Utilize computerized data entry equipment and various word processing and file maintenance programs to enter, store and/or retrieve information; maintains hard copies

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of pertinent files and records; scans and copies documents as necessary; ensures files are complete and accurate

3. Use preferred correspondence style and proofread all work
4. Set job priority or coordinate with agents regarding priorities. Uses own initiative in the absence of instruction. Types, faxes, and makes photocopies. Has notary license for notarizing documents. Maintains database for newsletters, media, and elected officials; coordinates and assembles teaching materials. Designs, edits, and publishes newsletters. Create brochures, certificates, activity flyers, and booklets for extension programs. Assist in the preparation and scheduling of programs and activities. Sends out notices and prepares agendas for meetings.
5. Performs specialized clerical work for the Texas A&M AgriLife Extension Service Agents.

Financial Management

1. Assumes responsibility for inventory and ordering of copier and office supplies.
2. Arranges for repairs on office equipment
3. Prepares requisitions for accounts payable and travel requests for extension agents
4. Plans and schedules meetings
5. Maintains payroll records for support staff.
6. Assists with 4-H checking account by maintaining a detailed record of incoming 4-H funds and deposits.
7. Assists with AGNR and FCH program development fund checking account by maintaining detailed record of incoming funds, deposits and disbursements for various activities sponsored by Navarro County Extension. Prepare quarterly/yearly financial reports for accounts held by Texas AgriLife Extension Service in Navarro County.

Regulations and Policies

1. Be familiar with the Navarro County Policies that apply to the conduct of the Extension office.
2. Be familiar with the policies and procedures handbook of the Texas AgriLife extension Service.
3. Has a personal interest in the success of the Texas AgriLife Extension Service program in the county and willingly accepts responsibility for working with all Extension agents to ensure the success of the program.

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Physical Demand and Work Environment

- Frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle and arms to reach and carry
- Required to be able to sit or stand for prolonged periods of time.
- Required to lift to 15 pounds regularly and up to 50 pounds occasionally
- Specific vision required by this position includes up close and distance.
- Occasionally have contact with public who may be disgruntled and difficult.

Special Conditions

- Required to occasionally work overtime – may include early mornings, evenings, and/or weekends.
- Required to always dress and act in a professional manner, presenting as well groomed, clean, and neat appearance. Attire must be work-appropriate
- Required to possess and always maintain a valid Texas Driver's license and valid Texas liability insurance

Miscellaneous Duties

1. Run errands for the office – including, but not limited to, the bank, post office, within the courthouse and/or to courthouse annexes.
2. Maintains Copier, keeping it stocked and in working order. Contacts company as needed for repairs.
3. Participate in events and continuing education as assigned
4. Other general office duties as required.
5. Assist with special projects such as fairs, meetings, tours, etc.

Approval:

Office Manager: _____ **Date:** _____

Supervisor: _____ **Date:** _____