



CUSTER COUNTY, COLORADO

205 S. 6th Street, PO Box 150
Westcliffe, CO 81252

JOB DESCRIPTION

Position Title: Extension Office Manager

FLSA Status: Non-Exempt

Schedule: 35 hours/week plus occasional hours on weekends and evening as well as additional hours during Custer County Fair

Salary Hiring Range: \$ 20,160-\$25,200 Salaried with benefits – paid monthly

Supervision: Board of County Commissioners and Extension Director

Supervisory Role: None

Essential Functions of the Position:

The office manager position entails a wide range of duties including; managing an efficient office, assisting in information dissemination to stakeholders and the general public, supporting extension programming/educational programs, and maintaining accurate financials, assisting with compliance of local, state and federal policies and procedures, as well equity and justice initiatives.

Characteristics, Duties and Responsibilities:

The following statements are illustrative of the duties and responsibilities of the job. The organization retains the right to modify or change the duties and responsibilities of the job at any time.

- Greet customers, provide CSU Fact Sheets or other resources, answer office phone, and route telephone calls
- Perform routine administrative duties for the office
- Assist in the administration of the 4-H program and the Custer County Fair.
- Assist in compiling the monthly newsletter.
- Provide staff support to County Extension Agent regarding assigned advisory groups.
- Maintain internal financial records and prepare vouchers for payment of invoices.
- Assist office personnel with annual budget requests.

Time Commitments by Responsibility:

- 30% Provide quality customer service to public and office staff
- 30% Maintain Office inventory and financial records
- 15% Assist in compiling and distributing monthly newsletter
- 15% Assist with the 4-H program and County Fair activities
- 10% Other duties or assigned tasks

Knowledge, Skills, and Abilities:

- Knowledge of best practices in customer service
- Adhere to State and County policies and procedures
- Strong interpersonal and communication skills



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- Excellent problem-solving skills
- Knowledge of electronic and social media or willingness to learn
- Ability to work as a team member and independently
- Ability to complete tasks within established deadlines
- Ability to innovate for streamlined processes
- Knowledge of basic office equipment (copier, fax machine, adding machines, etc.)
- Knowledge & proficiency in using of various computer business related software
- Ability to prepare letters / contracts using the correct spelling, punctuation, & grammar

Skills required after an initial training period:

- Knowledge of State Extension Personnel policies and procedures
- Knowledge of County Extension Programs and Advisory Groups
- Knowledge of Custer County Personnel Policies and Procedures.

Qualifications

- High School diploma or equivalency
- Colorado Driver's License

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to sit, talk, hear, and see, using close and medium range vision.
- The employee is frequently required to view computer keyboards and monitors.
- The employee is sometimes required to perform repetitive motions typing on computer keyboards.
- The employee is sometimes required to drive to offsite locations.
- The employee must have the ability to climb stairs and lift and carry 50 pounds occasionally, 25 pounds frequently and 10 pounds consistently.

Performance Reviews

- This position is subject to periodic performance reviews.
- The post introductory period evaluation will also review communication, and community interactive skills.

How to Apply: Please submit cover letter, resume with at least 3 references, and application to Extension Office. Application materials will be accepted in person at the Custer County Courthouse (205 S. 6th St.) or electronically to guinevere.nelson@colostate.edu with subject line of Office Manager.

Applications Due: December 13, 2019.

Interviews Dates: December 19th-20th

Anticipated Start Date: January 2, 2020