

Job Title: Administrative Specialist III
Department: Extension
Classification: Grade 6
Reports to: County Administrator/ Extension Regional Director
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM-4:30 PM
Telecommute: Not available
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position coordinates and manages the day-to-day operations of the Extension Office (including maintaining and monitoring the department's budget; preparing, authorizing, and submitting monthly expenses to auditor's office for payment; collecting fees and remitting monies to appropriate sources). They develop, manage, maintain, update, and ensure accuracy and integrity of all department's records, files, and databases.

Communicates with:

Internally – All extension staff.
Externally – Vendors and public.

Supervision:

N/A

Essential Work Functions:

- Organizes, interprets, coordinates and monitors office operations.
- Develops, manages, maintains, and updates numerous spreadsheets and databases. Prepares various correspondence/documents. Proofreads and corrects letters, articles, reports, brochures, etc. for grammar, punctuation, etc. Drafts letters and materials as needed regarding programs, office operations, etc.
- Assists in planning and arranging meetings/events. Serves as first point of contact for State Specialists, Regional Educators, etc. who are planning and conducting educational functions in Morrison County.
- Assists clientele in obtaining answers to questions or concerns with outcome having significant financial, health or safety and quality of life impact to county residents.
- Maintains office web page. Acts as liaison between Morrison County IT and the University of MN IT. Troubleshoots when issues arise between entities. Orders and installs software on office computers.
- Manages department's budget, identifies needed supplies, equipment, and software, and reviews invoices, receipts and billings for the office. Ensure that all bills are properly coded and forwarded to Auditor's Office for payment.
- Manages the Morrison County Master Gardener program and its volunteers. Ensures all University mandates and policies are enforced. Secures speakers for events, handles all technology set-up at events. Handles all registrations, fees and marketing for events.
- Assists in the management of the Morrison County 4-H program. Schedules event registration, monitors 4-H membership, maintains spreadsheets to ensure required training is attended and proper forms are returned to allow full participation of members. Enters data into state 4-H program to ensure proper reporting to Federal Government. Prepares income transaction form with relevant information and submits for payment; mails payment. Makes bank deposits. Secures County Fair judges, maintain spreadsheet of volunteer workers at

County Fair, enters data for County Fair, and prints all documents needed to ensure fair runs smoothly. Enters ribbon placings, checks for accuracy, and prints checks for Ag Society. Writes checks to pay judges from the Ag Society Checkbook and keeps Ag Society Treasurer informed of the amount spent for premiums and judges.

- Creates, develops and distributes various surveys, evaluation forms, and educational materials using various computer programs for educational events offered by Extension Educators and hosted by Master Gardeners. Input results from surveys and forms for feedback analysis.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training but not necessarily a tech or an associate degree.
- Three (3) years of experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Understanding of the organization's goals and objectives.
- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Light (Less than 10 pounds of force)		X		
Challenging or threatening behaviors	X			
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____