

## **Office Manager/Program Assistant, Elmore County**

Elmore County, located in Mountain Home, Idaho, is seeking a professional Office Manager/Program Assistant with strong people skills and a background in accounting and business management experience to perform a variety of office management responsibilities. The Office Manager/Program Assistant position offers an opportunity to be part of a team that is committed to serving our community through the County's University of Idaho Extension Office.

The Office Manager/Program Assistant is a full-time hourly position with working hours from 8 a.m. to 5 p.m. Monday through Friday, and pays \$16.31 per hour with great benefits! This position reports to the Elmore County Board of Commissioners.

### **General Statement of Duties**

Performs and supervises Elmore County's daily operations, business, employees, and office management of the University of Idaho Extension Office in Elmore County.

### **Classification Summary**

The primary function of an Elmore County employee in this class is to provide office management and administrative duties for Extension Office Department functions, including organizing and development office operations and procedures, assigning and monitoring work assignments, defining and maintaining office systems efficiency and effectiveness, planning and development, establishing work standards and procedures, implementing process improvements, office management responsibilities, program assistance, accounting, and maintaining all department financial records including inventory control and oversight the of the Extension Office daily business. The nature of the work requires the Elmore County employee to be proficient and skilled in office management and accounting fields.

This position is required to perform its assigned work in the Extension Office workplace between Monday through Friday, during the hours of 8 a.m. to 5 p.m. The principal duties of this class are performed in a general office environment.

The Elmore County Office Manager/Program Assistant acts as a liaison for the Extension Professor/Educator with University of Idaho.

### **Examples of Work** (Illustrative Only)

#### **Essential Duties and Responsibilities**

- Reviews existing administrative procedures and initiates or recommends improvements;
- Serves as Office Manager; follows-up with staff and any recommendations as assigned by the Elmore County Board of Commissioners.

- Composes letters and memoranda; writes office procedures;
- Gathers information and prepares drafts of annual budgets;
- Provides oversight, development and maintains budget, financial records, financial reports and files for office and Elmore County Auditor's Office.
- Prepares monthly financial reports; reviews and/or prepares bills for payment; maintains monthly budget records and reconciles records with printouts received from the Treasurer's Office; processes purchase orders; records, inventory reports, processes and reports all incoming monies to the Auditor's Office every Friday; utilize a check-and-balance system for accounting functions, and maintain security for all collected money.
- Establishes and provides oversight for all administrative files maintained in the department;
- Informs the Board of Commissioners through reports and summarizing information; identifying trends, developments, and concerns regarding the Extension Office and its business;
- Maintain professional and technical knowledge in the management field and Extension Office business through training, professional publications, and participating in related professional societies.
- Employee development functions such as cross training and developing employees' knowledge and skills through work delegation. Preserve office staff productivity results by constructively coaching and monitoring employees' work product, providing needed resources or training while sustaining a positive work environment,
- Ability to work effectively with diverse individuals and teams; contributes to the team by providing an encouraging office environment for employees; to participate as a team member by offering challenging and rewarding work to employees; and ensure the use of constructive and effective forms of communication to address any deficiencies or employee concerns.
- The Office Manager/Program Assistant provides public assistance on department programs and procedures, fees and other related issues.
- Oversight of calendar for activities and schedules of staff;
- Provides oversight to the maintenance and monitors a library of 5000+ files of publications departmental literature; seeks and may retrieve specialized information for the public upon request;
- Oversight of visual displays promoting Extension Office services;
- Coordinates and reviews news releases concerning awards and fair activities;
- Keeps the Board of Commissioners and University of Idaho professor/educator fully and accurately informed concerning work progress, business or financial developments, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Responds to all questions, inquiries, and comments in a courteous and timely manner;
- Acts as a liaison between County Officials, departments, employees, public, clients, and vendors. Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of operations and activities for Elmore County.
- Performs other related duties as required.

## **Required Knowledge, Skills and Abilities**

Knowledge of:

- Skill set should include typing, office procedures, management best practices, and accounting principles;
- General procedures knowledge for gathering and analysis of data and reporting;
- The operation of computers and skill in the use of word processing, spreadsheet, database, and other software;
- Detail oriented, problem solver, with good organizational, planning, communication, financial, and management skills and experience.
- The correct use of English grammar and spelling.

Ability to:

- Develop processes, track, and monitor financial and other accounting records;
- Gather and analyze data and prepare reports. Record/maintain records and documents;
- Express ideas clearly and concisely in writing and orally;
- Utilize a variety of computer software programs and equipment to perform duties;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Ability to use discretion and tact in handling confidential or sensitive information. Handle issues in a professional, courteous, respectful, and appropriate manner at all times.

## **Acceptable Experience and Training**

- High school diploma or equivalent general educational development (GED) certification with course work in general accounting or management fields; and
- Preferably continued college education, with major course work in business administration, management, or accounting;
- Two years of experience performing office management; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

## **Special Qualifications**

- Valid Idaho Driver's License

## **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;

- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to establish, maintain, design and prepare various written records, correspondence and other documents;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment, ten key calculator and other office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office setting.
- Possible after-hours and weekend work outside of the daily hours listed for the Extension Office would be on a very rare occasion for this position. Any after-hours work would consist of Extension Office special events such as the annual fair. Some after-hours work may be performed outside in weather elements.
- This position may be required to lift 35 lbs. on occasion with frequent sitting requirements.

**Application instructions:** Complete an Elmore County Application obtained from the Elmore County website at [www.elmorecounty.org](http://www.elmorecounty.org) or the Idaho Department of Labor. Please mail the completed application to the Human Resources Department at 2261 E. 8th N. Street, Mountain Home, Idaho 83647 or email to [hr@elmorecounty.org](mailto:hr@elmorecounty.org). Position will close on April 13, 2016, at 5 p.m. (Internal applicants please contact the Elmore County Human Resources Department.)

*Elmore County is an Equal Opportunity/Affirmative Action Employer. We actively promote a drug-free workplace.*