

## JOB DESCRIPTION

**DEPT:** Milam County Extension Service

**POSITION:** Office Manager

The Milam County Office Manager provides essential leadership and management for the Milam County Extension Office. This role encompasses a variety of administrative and secretarial services, ensuring that the office operates efficiently and effectively. The Office Manager is responsible for fostering a professional business atmosphere and collaborating with all County Extension Agents to support the success of various programs. This position requires a proactive approach to office management, including maintaining a professional appearance and demeanor, processing office business in a timely manner, and directing visitors and callers to the appropriate resources. In addition to general office management, the Office Manager assists with the planning and execution of all Extension events and programs, including content development, registration, and event setup. The role also involves maintaining accurate records of financial transactions related to programs, managing social media platforms, and ensuring compliance with Texas A&M University Cash Management policies. The Office Manager is tasked with maintaining documentation related to budget expenses, 4-H eligibility forms, and overseeing office equipment and supplies. Serve as the designated mail clerk, processing and distributing all departmental mail. The Office Manager will also coordinate the office conference schedule, record minutes, and establish job priorities within the department. While the position does not have direct reports, it plays a crucial role in supporting the overall operations of the Milam County Extension Office. The Office Manager may also be required to provide support for after-hours events and travel out of town for meetings or training as needed.

### **Responsibilities**

- Maintain professional appearance, demeanor, and environment.
- Process and handle Extension Office business efficiently and in a timely manner.
- Direct callers/visitors to the appropriate County Extension Agent or information source.
- Assist with all Extension events/programs including programmatic content development, registration, and event setup.
- Maintain accurate records of monies received for programs via cash, check, or electronic payment.
- Maintain applicable social media platforms with guidance from County Extension Agents.
- Process, remit, and record payment for all fee-based programming in accordance with Texas A&M University Cash Management policies and procedures.
- Maintain documentation associated with budget expenses and records related to county budget.

- Maintains all records and assists in managing the 4-H Online enrollment system.
- Gathers, processes, and completes 4-H eligibility forms for each 4-H contest/activity.
- Keeps a partnership with school offices and sends out adjunct letters annually.
- Maintain Milam County AgriLife Extension and 4-H website.
- Maintain all inventories, records, office equipment, and supplies.
- Oversee stamps.com and communicate with District Office for postage needs.
- Process and distribute all mail for the department.
- Coordinate the office conference schedule, record minutes, and file accordingly.

### **Requirements**

- High school diploma or equivalent.
- Two (2) years related experience and training.
- Working knowledge of Microsoft Office Suite.
- Any equivalent combination of education, experience, training, and/or certifications which provide the required knowledge, skills, and abilities.

### **Nice-to-haves**

- Associate's degree, Bachelor's degree, or equivalent.
- Five (5) years of experience in an office setting.
- Proficient in utilizing Microsoft Office Suite, Adobe Suite, WordPress, Canva, etc.
- Basic understanding of Extension and Extension Related Programming.

### **Benefits**

- Health, Dental & Vision insurance
- Paid time off
- Retirement plan

### **Salary**

- To be discussed/determined

### **Applications**

- Applications are available for pick up and return to the Milam County Human Resources Office, located at 806 N. Crockett, Suite F, Cameron, TX 76520.

Milam County is an Equal Opportunity Employer.