EMPLOYER AND SUPERVISOR
K-State Research and Extension Post Rock District serves Jewell, Lincoln, Mitchell, Osborne, and Smith Counties in North Central Kansas. The Post Rock District – Lincoln Office will be the office professional’s primary workplace. The extension unit has additional offices in Beloit, Mankato, Osborne and Smith Center, KS. The Post Rock District Extension Board provides the salary and benefits for this position. The office professional reports to the Post Rock District Director and other Extension Agents.

RESPONSIBILITIES
The office professional provides general administrative support to the local K-State Research and Extension educational program. The preferred candidate will have the knowledge, ability and skills to successfully meet the responsibilities outlined below with reasonable training and support from K-State Research and Extension Post Rock District.

- Present a positive, professional and inviting first impression of the Post Rock District Extension Unit, K-State Research and Extension, and Kansas 4-H while greeting the public, answering the telephone, etc.
- Practice timeliness and reliability to keep the office open during business hours.
- Learn and apply rules, policies and procedures. Understand and follow step-by-step verbal and written instructions to complete routine tasks and requests from supervisors.
- Communicate effectively both verbally and in writing. Apply knowledge of English, spelling, grammar and basic math. Apply knowledge of standard formats for emails, letters, memos, reports, etc.
- Respond to routine requests from the public. Be familiar with schedules of team members in order to respond to phone calls, emails and office visits. Refer requests to the appropriate individual in a timely and detailed manner.
- Sort and date-stamp mail. Note due dates for responses. Make copies and distribute to keep appropriate individuals informed of important information.
- Classify, sort, organize, and file correspondence, records and other information for future retrieval. Prepare regular and routine documents, logs, reports, and schedules. Keep mailing lists and databases up-to-date, as assigned.
- With guidance and directions provided by supervisors, assist with the creation and distribution of documents such as newsletters, news releases, meeting/event notices, fliers, brochures, graphics, videos, etc. through multiple delivery methods, including but not limited to face-to-face and digital outreach platforms.
- Maintain bulletin boards, publication racks, websites, social media, etc. with up-to-date information, as assigned.
- Receive and record registrations for events. Communicate registration details and other pertinent program planning information to appropriate individuals.
- With guidance and directions provided by supervisors, assist with Post Rock District 4-H management. This may include but is not limited to: routine correspondence, 4-H Online enrollment, routine procedure request response, event/activity planning and preparation, etc.
- Coordinate ordering of supplies, equipment and publications. Perform routine maintenance of office equipment and make arrangements for repair when necessary. Maintain office inventory.
- Receive and record cash, checks and other payments. Maintain accounts payable, accounts receivable and financial responsibilities for local office. Prepare regular and routine reports for Post Rock District financial procedures, as assigned.
- Operate equipment, utilize technology software and other appropriate tools to complete responsibilities. This may include but is not limited to: computer, copy machine, mail meters, workplace phone, email, internet, smart devices, basic word processing, spreadsheet and database applications, Microsoft Office Suite, Google Suite, Zoom, Adobe Creative Suite, Canva, Blogspot, WordPress, website content management system, social media platforms, etc.
- Establish and maintain effective working relationships with co-workers, clients and appropriate community partners.
- Comfortable working individually and with in-person and distance-connected groups to accomplish goals.
- Keep sensitive information in a confidential manner. Process and distribute sensitive and public information with respect to KSRE workplace ethical considerations and in a professional manner.
- Carry out other related duties as assigned.

The work is primarily sedentary and will be performed at a desk or in the office environment. The work may require some repetitive movement of the arms and hands. There may be some moderate physical exertion such as carrying supplies items associated with educational events.
**Office Professional**  
**Position Description**  
Lincoln, KS Office

**Benefits**

**Salary:** Salary will be paid monthly based on a 40 hour work week. Salary will be set by the Post Rock District Extension Board. Due to the nature of the job, there may be times when employees will be expected to work extra hours. These hours will be approved by the District Extension Board or District Director. These hours will be compensated with compensatory time. For each additional hour worked, employee will earn 1 ½ hours compensatory time.

**Retirement:** The office professional will be enrolled in KPERS (Kansas Public Employees Retirement System).

**Health Insurance:** The Post Rock District Extension Board will pay $253.00 each month to the employee. Payment will be added to hourly wage check and will be taxable.

**Office Hours:** The Post Rock District – Lincoln Office business hours are Monday through Friday 8:00am to 12:00pm, 12:30pm to 4:30pm. An unpaid lunch break is from 12:00pm-12:30pm. The office professional is permitted a fifteen minute break for every four consecutive hours worked.

**Holidays:** Paid holidays are in accordance with each respective courthouse policy. If the courthouse is closed in case of inclement weather the extension office will also be closed.

**Leave:** Annual leave (vacation) is accumulated at the following rate:
- Employed one through five years: one day per month, 12 days per year
- Employed five through fifteen years: one and one half days per month, 18 days per year
- Employed more than fifteen years: two days per month, except for the month of June, for a maximum of 22 days per year

Annual leave may be accumulated up to 20 days. After fifteen years of employment, annual leave may accumulate up to 30 days. Annual leave will be paid in no less than one hour increments. Annual leave may be used as it is earned. Annual leave will be approved by the District Director in amounts up to and including four consecutive days. Leave in excess of four consecutive days must be requested one month in advance and approved by the Post Rock District Extension Board. Annual leave is payable at the time of termination or retirement. Leave without pay requests can be made, but the employee would have to use all their accumulated Annual Leave first. Leave without pay requests will be at the discretion of the District Director and the District Extension Board.

Sick leave is accumulated one day per month. Sick leave may be used for illness, or doctor’s appointments of the employee or any immediate family member. Sick leave will be paid in no less than one hour increments. Sick leave can be used as it is earned. Accumulated sick leave can total no more than 90 days and is not payable at termination or retirement.

Bereavement Leave, Court Leave, and Family Medical Leave Act (FMLA) benefits are available to the office professional. Details will be shared upon request.

**Application Procedure and Equal Employment Opportunity**

Applications can be accessed at [www.postrock.ksu.edu](http://www.postrock.ksu.edu). Position is open until filled. Application review will begin May 11, 2020. Applications must be submitted by email to Nora Rhoades, District Director, at nrhoades@ksu.edu.

For more information, contact Nora Rhoades, District Director, 785-378-3174, or nrhoades@ksu.edu.

For more information about the Post Rock District, visit: [www.postrock.ksu.edu](http://www.postrock.ksu.edu).

K-State Research and Extension Post Rock District is an equal opportunity provider and employer. A criminal background check is required.