

K-State Extension Post Rock District is an equal opportunity provider and employer. Contact Nora Rhoades for information about the application procedure and questions related to this position. Email nrhoades@ksu.edu. Call (785) 378-3174.

**EMPLOYER AND SUPERVISOR**

K-State Extension's Post Rock District serves Jewell, Lincoln, Mitchell, Osborne, and Smith Counties in North Central Kansas. The Post Rock District – Mankato Office will be the office professional's primary workplace. The extension unit has additional offices in Beloit, Lincoln, 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. This is a full-time position.

**RESPONSIBILITIES**

The office professional provides general administrative support to the local K-State Extension (KSE) office operations and 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 KSE's Post Rock District.

- Present a positive, professional and inviting first impression of the Post Rock District extension unit, KSE, 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.
- Classify, sort, organize, and file mail, correspondence, records, etc. for future retrieval. Distribute information to keep appropriate individuals informed. Prepare regular and routine documents, logs, reports, and schedules.
- With guidance and directions provided by supervisor, assist with the creative development and distribution of documents such as newsletters, news releases, meeting/event notices, fliers, brochures, graphics, videos, surveys, educational resources, etc. through multiple delivery methods, including but not limited to face-to-face and digital outreach platforms.
- Maintain bulletin boards, publication racks, window displays, websites, social media, etc., as assigned.
- Receive and record registrations to support the extension unit's educational program. Communicate registration details and other pertinent program planning information to appropriate individuals.
- With guidance and directions provided by the 4-H Youth Development Agent and other supervisors, assist with Post Rock District 4-H management. This may include but is not limited to: routine correspondence, 4-H Online member/volunteer database management, online software support related to 4-H participation (ex: FairEntry, ZBooks, etc.), event/activity planning and preparation, county fair execution support, etc. Become knowledgeable of the 4-H youth development program and policies at the state, regional, district, and local level to assist with assigned supporting tasks and responsibilities.
- Manage the documentation associated with the local unit volunteer screening process. Maintain mailing/contact lists and databases, as assigned.
- Become knowledgeable of and assist with executing the procedures and documentation necessary to meet the local unit's civil rights requirements.
- Coordinate ordering of supplies, equipment and publications in collaboration with District Director. 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 meter; workplace phone; email; internet; smart devices; camera; word processing, spreadsheet and database applications; Microsoft Teams; Microsoft Office Suite; Google Suite; Zoom; Adobe

Creative Suite; Canva; Qualtrics; Mailchimp; online calendars, online project management collaboration platforms; website content management system; social media platforms; etc.

- Demonstrate a commitment to attend in-person and virtual professional meetings to support this position and success of the local unit. Seek opportunities to increase professional knowledge, training, and development as it relates to assigned roles and responsibilities, as supported by Post Rock District. Set goals to support professional growth in alignment with the local unit's performance review process.
- Establish and maintain effective working relationships with co-workers, clients and appropriate community partners. Comfortable working individually and with in-person, hybrid, virtual, and other distance-connected groups to accomplish goals.
- Keep sensitive information in a confidential manner. Process and distribute sensitive and public information with respect to KSE workplace ethical considerations and in a professional manner.
- Carry out other related duties as assigned.

The work is primarily sedentary and will generally 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.

This position is based on a 40 hour work week during standard business hours. Some evening and weekend work may be expected with advance notice given by the District Director to the employee. Due to the nature of the job, there may be times when employees will be expected to work extra hours. Any work over 40 hours in a work week must be pre-approved by the District Director and will follow the overtime compensation agreement for non-exempt employees. (Example: For each additional hour worked, employee will earn 1 ½ hours compensatory time.)

## **QUALIFICATIONS**

Educational background or professional experience in related field is preferred. Ability to represent K-State Extension in a professional manner is required. Access to a personal vehicle and the ability to obtain/maintain a valid driver's license is required. A criminal background check is required.

## **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. Salary rate is based on experience and qualifications.

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

**Health Insurance:** The Post Rock District Board will pay \$300.00 each month to the employee. Payment will be added to the hourly wage check and will be taxable.

**Cell Phone Allowance:** The office professional will receive a cell phone allowance of \$25 per month, paid every four months, with evidence the rate does not exceed the employee's actual incurred expense for a cell phone and data transmission plan. The office professional is asked to use their smart device to assist with photo and video needs related to assigned responsibilities, etc.

**Office Hours:** The Post Rock District – Mankato Office business hours are Monday through Friday 8:00a.m. to 12:30p.m., 1:00p.m. to 4:30p.m. An unpaid lunch break is from 12:30p.m. to 1:00p.m. The office professional is permitted to take a paid fifteen-minute break for every four consecutive hours worked.

**Holidays:** Paid holidays are in accordance with the Post Rock District's workplace policy. There are 15 holiday office closure days per calendar year. Plus, holiday office closure on all workdays between Christmas Day and New Year's Day.

**Leave:** Annual leave (vacation) is accumulated one day per month, for new employees, and may accumulate up to 20 days. Sick leave is accumulated one day per month, accumulating no more than 90 days. Bereavement Leave, Court Leave and Family Medical Leave Act (FMLA) benefits are available to the employee. Additional details will be shared upon request.