

**Office Professional
Osborne, KS Office
POSITION DESCRIPTION**

EMPLOYER AND SUPERVISOR

K-State Research and Extension's Post Rock District serves Jewell, Lincoln, Mitchell, Osborne, and Smith Counties in North Central Kansas. The Post Rock District – Osborne Office will be the office professional's primary workplace. The extension unit has additional offices in Beloit, Lincoln, Mankato, 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 Research and Extension (KSRE) educational program and office operations. The preferred candidate will have the knowledge, ability and skills to successfully meet the responsibilities outlined below with reasonable training and support from KSRE's Post Rock District.

- Present a positive, professional and inviting first impression of the Post Rock District extension unit, KSRE, and Kansas 4-H while greeting the public, answering the telephone, etc.
- Practice timeliness and reliability to keep the office open during business hours.
- In coordination with the District Extension Director, help manage the business-related functions of the extension unit within the Extension law, State policies and local unit governing board direction. This may include assigned roles related to accounting, budget, audit, payroll, and human resource functions.
- 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 appropriately to keep appropriate individuals informed of important information. 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 supervisor, assist with the creation and distribution of documents such as newsletters, news releases, meeting/event notices, fliers, brochures, graphics, videos, surveys, 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., 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 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 enrollment, routine procedure response, event/activity planning and preparation, etc.
- 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.

- 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 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.

QUALIFICATIONS

Educational background or professional experience in related field is preferred. Ability to represent K-State Research and 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 Board. Salary rate is based on experience and qualifications. 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 in advance by the District 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 Board will pay \$253.00 each month to the employee. Payment will be added to the hourly wage check and will be taxable.

Office Hours: The Post Rock District – Osborne Office business hours are Monday through Friday 8:00a.m. to 12:00p.m., 1:00p.m. to 5:00p.m. An unpaid lunch break is from 12:00p.m. to 1:00pm. 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.

Leave: Annual leave (vacation) is accumulated at the rate of one day per month, twelve days per year, for employees employed one through five years. Annual leave may be accumulated up to 20 days. Increases in allowable earned annual leave are based on years of service. Sick leave is accumulated one day per month. Accumulated sick leave can total 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.

EQUAL EMPLOYMENT OPPORTUNITY

K-State Research and Extension Post Rock District is an equal opportunity provider and employer.

APPLICATION PROCEDURE

Applications can be accessed at www.postrock.ksu.edu. Position is open until filled. Applications must be submitted to any Post Rock District Office or by email to Nora Rhoades, District Director, at nrhoades@ksu.edu. Email subject: "Office Professional Application".

For more information about this position 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.