

LYON COUNTY, MINNESOTA

POSITION DESCRIPTION

Position Title: Extension Technical Assistant II

Department: Extension

FLSA: Grade 5 - Non-exempt

Reports to: County Administrator

Position Purpose

The Extension Technical Assistant II administers the daily affairs of the County-based Extension office. Primary functions include day-to-day operation of the office, provides support to the 4-H Program Coordinator, including financial transactions and records keeping, customer service, and the administration of programs and activities. Individual is responsible for the quality and timeliness of his or her own work. Work is performed independently under general supervision from the County Administrator.

Essential Duties and Responsibilities

- Point of contact for the County Extension office to include: answering the telephone, greeting customers and directing calls or visitors to the appropriate parties, taking messages and responding to requests, as well as typing letters, agendas, minutes, and correspondence as required.
- Ensures that adequate office supplies and equipment are available and works with 4-H Program Coordinator, Regional Director, County Coordinator, and other staff on office administration related activities.
- Tracks County Extension budget and provides regular updates to the County Extension Committee, the Regional Director and other staff as needed.
- Creates flyers, brochures, informational letters, news releases, and registration forms for all County Extension programs, and assists with social media.
- Responsible for the County Extension web page, keeping all information accurate and current;
- Responsible for helping consumers access Extension publications and information; especially related to horticulture, agriculture and family and consumer science.
- Provides support to the County Extension Committee by making logistical arrangements, preparing agendas including attachments, processing per diems, sending various communications, assisting with the Farm Family Award program.
- Responsible for Extension bookkeeping activities including deposits, accounts payable, monitoring and paying bills, forwarding vouchers and timesheets to the County Auditor for payment, and preparing/submitting Minnesota sales tax forms.
- Responsible for livestock ID form collection and dating; Assists in preparations for, and organization of, the County Fair, registration for county programs, enrollment of 4-H participants.
- Organizes, orders and tracks all 4-H awards for County Fair and Recognition Banquet; adequately prepares for 4-H after-school programs; supports County Master Gardener program as needed.
- Performs other duties as assigned.

Minimum Qualifications

This position requires a high school diploma plus several related classes and two years of recent experience or equivalent.

Valid Driver's license.

Preferred Qualifications

One to two years of college level coursework in business, secretarial, or related field is desired.

Working Conditions and Physical Demands

Work is typically performed in an ordinary office environment. Some repetitive motions (such as from typing or data entry) will occur, but will be frequently interspersed with other activities. Physical activity is light and intermittent such as walking through the facility or carrying files or materials. Some lifting of up to 25 pounds may be required. This position requires a high level of attention to detail and deadlines, especially during the fair season. There are frequent interruptions during the work day. Occasional attendance of evening meetings may impact the work schedule. Drives regularly on short errands or intermittently to meetings.

Supervisory Responsibilities

None, however may provide general supervision to summer program assistant/clerical staff.

Accountabilities Shared by All Employees

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values.
2. Implicit in the employer-employee relationship is the right of Lyon County to rely upon the presence of the employee during assigned hours of work and the obligation of the employee for timely and regular attendance.
3. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
4. Develops respectful and cooperative working relationships with co-workers.
5. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
6. Seeks opportunities for further personal growth and development.
7. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
8. Complies with all rules and policies in order to maintain a safe work environment.

Signature

Supervisor's Signature

Date

Date

Lyon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.