



**Clay County Extension Office  
Principal Office & Administrative Specialist**

Working Title:	Principal Office & Administrative Specialist
Appointment:	Prin Ofc & Admin Splst (1826), full-time, AFSCME represented
Office Hours:	8:00 a.m. - 4:30 p.m. (M – F); In person
Office Location:	Clay County Extension Office, Moorhead, MN
Supervisor:	Cecilia Amadou, Regional Director, Northwest MN
<b>Salary:</b>	<b>\$17.29/hour</b> , or more, depending on qualifications
<b>U of M Benefits:</b>	<b>Full U of M Benefits</b> , <a href="https://humanresources.umn.edu/benefits">https://humanresources.umn.edu/benefits</a>
<b>Application Deadline:</b>	<b>Sunday, June 12, 2022</b>

**ABOUT THIS POSITION:**

The Principal Office & Administrative Specialist position is part of an Extension office staff team who are vital to Extension's outreach mission in connecting local needs with University resources. This position provides general office clerical, accounting, and administrative support to Clay County Extension with customer service to the public and office support to staff in a professional service setting.

The person in this position provides day-to-day operations of the office as assigned by University of Minnesota Extension staff. Duties include, but are not limited to, entering detailed program and financial data; maintaining detailed technical office records, providing computer word processing, data, record, and file management; preparing reports; answering the telephone; typing correspondence; receiving calls, emails and in-person requests; problem-solving to provide assistance or resource & referral by responding to public inquiries or requests to the department. The position helps ensure smooth operations of the department; fields inquiries about services; assists with office purchases, maintains departmental electronic recordkeeping systems and database management; maintains confidentiality of data; maintains departmental list serves and websites.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

**1 Performs general administrative duties. (35%)**

- Point of contact for the Clay 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.
- Handles office operations and procedures by ensuring that adequate office supplies and equipment are available and works with all staff on office administration related activities.
- Assist with creating flyers, brochures, informational letters, and registration forms for all Clay County Extension programs.
- Assists with typing and sending news releases and other program-related correspondence to the media and target audiences.
- Monitors, researches, recommends, and makes purchases for the Extension Office.
- Responsible for the Clay 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

- Creates invoices, reports, billings, vouchers, receipts and/or financial statements for the department.
- Maintains schedule for office meeting rooms and public access to technology and maintains master program calendar.
- Monitors and manages the office budget; prepares month-end closing entries; prepares departmental portion of financial statement; provides information to appropriate authorities for release of information.
- Assists, interprets, and explains department policies, regulations, and operating procedures to employees, the public, and representatives of various private firms and governmental agencies.
- Collects, retrieves, and documents data related to specific public requests.
- Maintains and operates office equipment (copy machine, postage meter, etc.)
- Helps to ensure Extension is adhering to applicable county policies.
- Prepares mailings agendas, and meeting minutes for the County Extension Committee, in conjunction with the Extension Regional Director.
- Maintains office filing system.
- Works with MIS on staff computers and maintains a strong working relationship between departments.

## **2 Point of contact for Clay County Extension Programs. (65%)**

- Arranges meeting locations and monitor/collect registration for county programs.
- Provides technical office support and assistance.
- Assist with preparation of promotional and teaching materials and resources.
- Utilize Extension supported software and databases (such as 4H Online & Fair Entry) to support and manage Extension programs.
- Works with county and regional staff on implementation and program reporting and U of M Extension marketing and data collection.
- Responsible for livestock ID form collection and receipt of forms.
- Assists in preparations for, and organization of, the Clay County Fair.
- Support 4-H enrollment by answering questions and following up on missing information.
- Organizes, orders, and tracks all 4-H awards for County Fair and Recognition Banquet.
- Assists individual 4-H clubs as needed, especially regarding 4-H Stewardship compliance.
- Accounting activities related to 4-H Federation funds: invoicing, receipting, and pulling reports.
- Provide new 4-H family support in navigating systems, programs, and opportunities.

## **WORK ENVIRONMENT**

Work is performed within the office located in the Clay County Extension Office in Moorhead, MN. Duties include being able to use computers, printers, calculators, telephones, copiers, scanners, fax, and general office equipment. The position is a diversified job requiring sustained mental effort related to organizational issues and planning. There are frequent interruptions during the workday. The position requires a high level of attention to work detail and deadlines, especially during the fair season.

## **QUALIFICATIONS**

### **Required Qualifications:**

- HS graduate/GED plus two (2) years office and administrative experience. Some post high school education/training may be substituted for experience.
- Experience with MS Office Suite, and Google Suite applications
- Experience with basic accounting and an understanding of financial principles, policies and procedures.
- Experience with database entry and functions.
- Customer service experience.
- Experience formatting, drafting, or writing routine to complex correspondence and meeting materials.

### **Additional Requirements:**

- Valid driver's license and access to vehicle with required insurance as some travel will be required.

- Must have reliable internet if/when working outside of assigned office location.
- Must be able to work regularly at a dedicated/assigned Extension office.
- Working ability to perform tasks involving prolonged sitting, standing, keyboarding, reading computer screen; and bending or twisting with occasional exertion of up to 30 pounds of force.
- Occasional travel may be required for events, programming, activities, and training. Evening and weekend work may be required, and approved overtime will be provided as comp time off.
- Must be able to submit proof of being fully vaccinated against COVID-19 or submit a completed religious/medical exemption and agree to comply with the University's testing requirement.

### **Preferred Qualifications:**

- Excellent written and oral communication skills to include understanding instructions.
- Experience supporting more than one professional at a time.
- Team player with excellent interpersonal skills.
- Ability to work with diverse populations.
- Understanding of basic network concepts and functionality within the MS Windows operating system.
- Experience with personal computer systems including troubleshooting.
- Advanced skills with Microsoft and Google Suite applications, especially database work
- Ability to set up virtual meetings.
- QuickBooks program experience.
- Excellent organization and prioritization of multiple tasks and filing systems skills.
- Excellent troubleshooting and problem-solving skills.
- Ability to make decisions in a timely manner.
- Ability to access and integrate information from a variety of sources.
- Professional demeanor for representing the University and Clay County.

### **ABOUT EXTENSION**

University of Minnesota Extension is a major outreach arm of the University of Minnesota with a mission to serve the public through applied research and education. Our mission is to make a difference by connecting community needs and University resources to address critical issues in Minnesota. Extension strives to attract and retain high-quality, passionate employees, and weave diversity, equity and inclusion into all aspects of Extension's programming and employee engagement <https://extension.umn.edu/>

### **TO APPLY:**

Please apply online: <https://extension.umn.edu/about-us/careers> **Job Opening ID: 347714**

**Please attach the following required application materials:**

1. **Cover letter**
2. **Resume-** Your resume **must include** your education and experience as it relates to the required qualifications. The initial HR screening process focuses primarily on the resume.

Three professional references will be requested for those invited to interview.

Additional documents may be attached after the application by accessing your "My Job Applications" page and uploading documents in the "My Cover Letters and Attachments" section. See full instructions, <https://humanresources.umn.edu/find-job/using-job-app-system>.

To request an accommodation during the application process, please e-mail [employ@umn.edu](mailto:employ@umn.edu) or call (612) 624-UOHR (8647).

**For questions about applying online, contact:**

Tiffany McMillan, Extension Human Resources, [tiffmcm@umn.edu](mailto:tiffmcm@umn.edu).

**For questions about this position, contact:**

Cecilia Amadou, Northwest MN Regional Director, [camadou@umn.edu](mailto:camadou@umn.edu)

### **Employment Requirements**

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

Please note: All employees at the University of Minnesota are required to comply with the University's Administrative Policy: COVID-19 Vaccination and Safety Protocol by either providing proof of being fully vaccinated on their first day of employment, or complete a request for an exemption for medical exemption or religious reasons. To learn more please visit: <https://safe-campus.umn.edu/return-campus/get-the-vax>

### **Diversity**

University of Minnesota Extension shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

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