

# Marais des Cygnes Extension District: Office Professional #1

## Position Summary

Under general supervision, the Office Professional is responsible for performing a wide variety of clerical and administrative duties to support the operations of the Marais des Cygnes Extension District. This role requires strong organizational skills, attention to detail, and the ability to work collaboratively with staff and the public. Please refer to the more detailed list of duties outlined in the job description for a comprehensive understanding of the responsibilities associated with this position.

## Supervision

This position is employed by the Marais des Cygnes Extension District. Supervision is delegated to the District Extension Director and Extension Agents by the District Board.

## Work Schedule

This is a full-time position with normal office hours, Monday through Friday, 8:00 a.m. – 4:30 p.m. Work hours may vary occasionally depending on meetings and events scheduled during evenings and weekends.

## Key Responsibilities

- It is essential for the Office Professional to arrive on time and remain present for the full scheduled shift of 8:00 a.m. to 4:30 p.m.. Upon arrival and closure unlock and lock necessary doors and drawers, prepare phone system and prepare for the opening and closing of the Extension Office.
- Be knowledgeable on K-State Extension and current issues.
- Collect and distribute incoming and outgoing mail on a daily basis, ensuring compliance with current postal regulations.
- Provide front-line customer service by assisting clients in-person, by phone, and via email.
- Maintain office records, files, and databases. Including, but not limited to: accounts receivable/payable, RSVP for events in binder and on-line (if applicable), agriculture samples, office check out systems, and event registrations.
- Administrative and program support for all Agents and Program Managers. Be familiar with the schedules of Agents and other staff.
- Manage office supplies and general office upkeep.
- Prepare, update and proofread documents.
- Assist public with FairEntry system and other on-line systems as well.
- Post class flyers and necessary information to the public bulletin boards, and keep up to date.
- Participate in weekly office conference via Zoom.
- Other duties as assigned.
- This position will provide educational programs and materials to all people of the Marais des Cygnes Extension District without regard to race, religion, national origin, sex, age or disability.

## Specific Responsibilities

- Primary Receptionist
- Cover for Office Professional #2, as needed.
- Month-end financials, compile and send to Office Professional #3
- Prepare deposit on Friday, or more often if necessary, and send appropriate paperwork to Office Professional #3. If no deposit necessary, communicate with Office Professional #3.
- Accounts payable and receivable, resend after 14 days if payment not received.
- Invoice 4-H families as needed.
- Miami County 4-H Council accounting/financials.
- Deposit 4-H Foundation monies and work with Foundation Treasurer.
- Master Food Volunteer and Knowledge at Noon support.
- Manage Walk Kansas in Miami County.
- Extension Master Gardener Support.
- PEARS Support for Agents
- Medicare
- Ag sampling: Intake of samples, mailing, results, invoicing.
- County Fair duties as outlined by 4-H Agent.
- Editing of Miami County Fairbook.
- Manage meeting room calendar and set up.
- Facilities maintenance: coordinate with landlord, cleaning service, and needed repairs.
- Schedule maintenance of office equipment and vehicles.
- Order from the K-State Extension Bookstore.
- Order and maintain supplies for the Paola Office.
- Maintain publication nook.

## Qualifications

- High school diploma or equivalent required;
- One year of clerical or similar work experience, experience in bookkeeping is required.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Publisher), Canva, Constant Contact and other computer systems used by the District.
- Strong written and verbal communication skills.
- Operate and maintain various office equipment.
- Ability to manage multiple tasks and prioritize effectively.