

JOB DESCRIPTION

JOB TITLE: STAFF ASSISTANT
DEPARTMENT: UF/IFAS GULF COUNTY EXTENSION
DIVISION: ADMINISTRATION
REPORTS TO: COUNTY EXTENSION DIRECTOR
SALARY RANGE: \$11.30 - \$17.50 PER HOUR / BASED ON EXPERIENCE
REVISED: APRIL 23, 2016
NON-EXEMPT

GENERAL DESCRIPTION

Serves as the primary assistant for the County Extension Director and Extension faculty. Responsible for general office management duties, assisting with extension programming, managing social media sites, coordinating local meetings and events and working with the public on a daily basis to connect them with Extension personnel and programming opportunities. Provides clerical support for the County Extension Office by assisting personnel in preparation of various documents, maintains department files and financial records, helps with special projects, grant application and management and performs various other clerical duties as required by staff and supervisor.

JOB SUMMARY

(Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, relates to, or is a logical assignment to the position).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs duties and responsibilities commensurate with assigned functional area within a County department which may include, but are not limited to, any combination of the following tasks:

- Provides a high level of contribution to the team by supporting the County Extension Office faculty and staff by setting meetings, creating documents, maintains calendars, and other duties as assigned by supervisor.
- Functions with a high level of customer service as first point of contact to the public at the County Extension Office receptionist desk by greeting visitors and maintaining a contact log for county faculty reporting. Responding to citizen inquiries by phone and in person.
- Displays strong cognitive abilities to dissect information given and follow through on completion of assignments.
- Displays strong technical skills when creating and editing excel spreadsheets, word documents, power point presentations, etc. in Microsoft Office Pro.
- Maintains digital financial records and bank accounts; must be proficient in QuickBooks.
- Handle room set-up and refreshments for meetings as assigned.
- Performs clerical duties such as photocopying and filing, retrieval of materials.
- Maintains files and acts as department representative for record retention requirements.
- Provides support for events and extension program workshops, periodically during evenings and weekends.
- Processes confidential paperwork and files.

- Proofreads documents, checking for grammar, spelling and proper formatting.
- Manage the operational activities. This includes but is not limited to minutes, agendas, updated rosters, notices, announcement setup, meetings/special events, prospect information packets and assistance to Director.
- Answer incoming telephone calls as needed. Be able to address extension requests. Refer to research data and be familiar with data and demographics. Act as liaison providing cordial assistance, take messages or transfer to voice mail when necessary.
- Arrange travel plans as needed.
- Assist in coordination of schedules/meetings, maintenance of committee lists, databases and files, preparation and distribution of files, preparation and distribution of correspondence.
- Assist as needed with maintaining monitoring and organizing electronic project files and reports with regard to progress of all open and active projects.
- Oversee the administration of grant awards for special projects.
- Monitors and evaluates information to determined compliance with prescribed standards and guidelines.
- Oversees the administration of successful grants, audits and expenditures.
- Communicates with public via telephone and in person.
- Maintain and update website and other social media systems as in Facebook, Twitter, etc.
- Performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Works under close supervision, however, performs recurring job duties independently. Some opportunity to vary work steps and in deciding appropriate procedures, guidelines and methods to apply exists. Supervised less closely during execution, but end results are still reviewed. Has prior related work experience, but is broadening knowledge base while gaining full understanding of associated policies and procedures. Incumbents prioritize their own work, manage their time effectively and respond to most questions independently. No formal supervisory responsibilities.

EDUCATION AND EXPERIENCE REQUIREMENTS

College or associate degree preferred with a minimum of three (3) years experience preferred.

A comparable amount of training and/or experience may be substituted for the minimum qualifications.

Previous administrative experience required.

Excellent organization and time management skills required.

Experience in use of personal computer, particularly Microsoft Office Professional and QuickBooks. Must be willing to learn additional software as needed.

Excellent written, verbal communication and presentation skills.

Self-starter; able to work effectively and efficiently without detailed supervision and ability to take initiative on projects, required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

This position is found in multiple departments and may require any combination of the following knowledge, skills and abilities.

Office Machines & Technology:

Operates some or all of the following office machines/equipment:

- PC/printer
- Telephone
- Adding machine/calculator
- Photocopier
- Fax machine

Scope, Complexity and Judgment

Some familiarity with the terminology and operations of the assigned function is helpful. Emphasis is on short-term, quick turnaround activities. Work involves multiple related steps or processes that, although they are usually prescribed, vary in nature and sequence. Selects appropriate action/response from a variety of options. Interprets varied but relatively clear guidelines, and applies to specific situations. Proper course of action is usually apparent. Limited opportunity to determine the approach or action to take in non-routine situations.

Decision Making

Makes decisions on what needs to be done based on clearly established guidelines, but which need to be adapted for varying situations. The supervisor provides guidance as to selection of proper procedures to follow and assures that the work is accurate and in compliance with instructions and established procedures.

Knowledge

- General office practices
- Operation and care of standard office equipment, including PC
- Software applications as required by specific job duties,
- Basic business arithmetic, such as fractions, percentages and decimals.
- Basic accounting principles
- Business English.
- Procedures/forms relating to the activities of the assigned work unit.

Abilities

- Read/write sufficient to file, proof and edit routine office correspondence, reports and forms.
- Perform arithmetic calculations (addition, subtraction, multiplication, division).
- Establish and maintain effective working relationships as required by specific job duties.
- Apply moderately complex oral or written instructions/guidelines to varied situations.
- Act independently and know when to refer situations to higher level authority.
- Maintain confidentiality of working information.
- Apply existing procedures to similar situations.
- Demonstrate PC proficiency sufficient to effectively perform job duties.
- Understand and apply the functionality associated with application software to perform job duties.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 20 pounds. The noise level in the work environment is usually moderate to noisy.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Applicant must have a valid Florida Driver's License at the date of hire and maintain said license while employed in this position.