

ADMINISTRATIVE ASSISTANT AND IT COORDINATOR - POWELL COUNTY, MONTANA

This position is composed of two combined positions – MSU-Powell County Extension Department Administrative Assistant and Powell County IT Coordinator. This combined position is salaried and generally expected to work 30 hours per week. Position is entitled to pro-rated vacation leave, sick leave, holidays, and medical benefits. General duties include performing receptionist, secretarial, bookkeeping and office management duties in the MSU/Powell County Extension Office and performing simple, routine IT work in the Courthouse. Office location is the Powell County Courthouse in Deer Lodge, MT. The following job description breaks down each position and its duties. The combined position is supervised by the Powell County Extension Agent.

PRIMARY POSITION: Extension Department Administrative Assistant

JOB CHARACTERISTICS:

Nature of Work: This position performs varied receptionist, secretarial, bookkeeping and office management duties requiring the ability to work well with people and have good organizational skills. Position requires attention to detail and timeliness.

Personal Contacts: Daily contact with the public.

Supervision Received: Minimal supervision on an as needed basis.

Primary Duties:

Hours vary but about 30 hours per week

As administrative assistant, performs general office duties as follows: greets and helps the public, manages the phone system, handles incoming and outgoing mail, when appropriate locates information for public using extension resources and the internet, types, photocopies, keeps inventory of office supplies and educational information, files, operates the computer using various software, the internet and email; mails checks, updates FairEntry program, updates 4-H portion of Fair Premium Book, maintains Fair awards donors and sends invoices and statements, does accounting for 4-H Council, Fair awards account, and premium account; helps agent as needed; orders State Nursery seedling trees; sends lab samples and specimens to be identified to MSU; orders 4-H project materials, collects leaders' dues; other 4-H responsibilities include disseminating information as quickly and accurately as possible through a newsletter, other correspondence and email, managing member and leader data records, keeping 4-H records of events and achievements, keeping inventory of ribbons and awards, coordinating various events and travel, calculating Fair premium points and writing checks, coordinating 4-H part of fair and helping during fair where needed.

JOB REQUIREMENTS:

Knowledge: This position requires a thorough knowledge of modern office practices and procedures and bookkeeping; a working knowledge of computers including Microsoft Word and Outlook; Intermediate knowledge of Excel and Quickbooks is needed; will quickly acquire knowledge of extension services, resources and educational materials, and agricultural terminology. Will also need to quickly learn ZSuite for tracking 4-H enrollment and FairEntry for processing Fair entries.

Skills: This position requires skills in typing, business procedures, spelling, grammar, composition, and the use of office equipment and computers.

Abilities: This position requires the ability to: work independently; work well with people of all ages; pay attention to detail and timeliness; prepare minutes and newsletters; keep track of numerous records and events; adhere to standards of confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public. Be able to prepare forage samples, soil samples and insects for shipment to diagnostic labs.

SECONDARY POSITION: County Technology Coordinator and Website Maintainer – This position requires the ability to assist county employees with IT questions. Most of the work is routine and simple. More challenging issues and problems (beyond the duties below) are handled by an on-call private firm.

SECONDARY DUTIES:

Hours vary as needed but about 4 hours per week.

- Update county website as requested by Departments using WordPress.
- Knowledge of Adobe Acrobat Pro and website ADA compliance rules needed.
- Requires posting of some information on the weekend to comply with 48-hour notification laws.
- Cell phone needed – will receive notifications if County network goes down and will need to restart system—sometimes on the weekend or nights.
- Maintain inventory of county computer equipment and software for courthouse employees.
- Arrange purchase and installation of new equipment through county IT support company.

- Maintain IT budget and approve purchase payments monthly.
- Assist employees with questions dealing with Word, Excel, Outlook.
- Assist employees with setting up and using phone system.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Prepares and submits accurate reports.
- Competently greets the public and performs receptionist duties.
- Maintains accurate and timely records for various activities and programs.
- Assists in county fair activities.
- Orders various supplies as needed.
- Maintains a cordial office atmosphere.
- Works well under pressure.
- Assists Agent as directed.
- Displays tact, consideration, and cooperation when dealing with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The knowledge, skills, and abilities required for this position are typically acquired through a combination of education and experience equivalent to a High School diploma. Some college courses and/or experience in agriculture, office management and home economics is preferred. Some understanding of building-wide IT systems and ability to order and troubleshoot computer issues is required.