



OFFICE COORDINATOR

Full-time – UW Extension

Oneida County is accepting applications for a full-time Office Coordinator position with the UW-Extension Office, located at the Nicolet College campus in Rhinelander. This full-time (40 hours per week) position will provide overall administrative management of the UW-Extension office and supports UW-Extension Educational Programming for programs such as 4-H, Teen Court, Strong Bodies and Youth in Governance. Position will also be responsible for assisting the public, maintaining all department financial and accounting records and providing essential administrative support to the Conservation and UW-Extension Committees. Position generally works Monday-Friday, 8:00 a.m. to 4:30 p.m. but may require occasional nights and weekends for programs and training. The 2023 starting wage is \$24.84 per hour plus excellent benefit package.

Qualified individual must have a High School degree or equivalent, two years (48 credits minimum) post high school education and at least two-years work experience in the areas of secretarial, office assistant, accounting or related. The ideal candidate will have knowledge of bookkeeping or accounting, be able to keep accurate records, work independently, possess good oral and written communication skills, be proficient with computers and the Microsoft Office Suite, be familiar with social media and cloud computing and be willing to learn and adapt quickly to changes. Associates degree is preferred but not required.

Complete job description and **required** Oneida County application available at www.co.oneida.wi.us. Completed application, resume and any college transcripts should be mailed to Oneida County Personnel/LRES, P.O. Box 400, Rhinelander, WI 54501 or emailed to jlueneburg@co.oneida.wi.us.

Deadline to apply is Monday, March 6, 2023 at 9:00 a.m.

EOE/AA

Oneida County

Job Description

Job Title: Office Coordinator
Department: U.W. Extension
Reports To: Area 4 Extension Director
FLSA Status: Nonexempt
Prepared By: Amber Rehberg
Prepared Date: January 2023
Approved By: Lisa Charbarneau
Approved Date: January 2023

UW-Extension Purpose and Vision: We teach, learn, lead and serve, connecting people with the University of Wisconsin–Madison, and engaging with them in transforming lives and communities. Our Vision to be a thriving, well-known and sought-out educational resource that reflects the rich diversity of the state.

Geographic Areas Served: Oneida County

JOB SUMMARY

This employee provides overall administrative management of the UWEX office and supports UW-Extension Educational Programming. This dynamic and self-motivated individual is responsible for maintaining all department financial and accounting records for UWEX and providing support for educational programs such as 4-H, Teen Court, Strong Bodies, Youth in Governance. This person also provides essential administrative support to the Conservation and UW-Extension Committee, including compiling and posting meeting agendas and taking and submitting official committee minutes.

Job Description

- Full-time position – 40 hours/week
- Monday-Friday, 8:00am – 4:30pm – current work schedule
- Position located at Nicolet College Campus, Rhinelander, WI
- Flexible time adjustment is provided when assisting with evening or weekend educational programs, meetings, or trainings. Occasional travel out of County is required.
- Administrative support for Educator Programming.
- Maintaining accurate financial records for the UWEX Department.

Responsibilities

Interact with the Public

- Assist clients via telephone, email, walk-in or written correspondence by providing information and/or referring them to the appropriate Educator or agency.
- Contact appropriate Extension Specialists and use other resources to research client information requests.
- Connect UWEX clientele and partners to UWEX Resources. Take digital photos or package plants or insects for submittal to appropriate labs in Madison.
- Provide assistance to clients with home drinking water testing, soil samples, insect identification and problem requests. Order supplies for water testing and soil samples.

- Proctor Pesticide Education Tests per USDA and DATCAP policies. Order and maintain exam materials and textbooks.
- Design, develop, maintain, and updated educational displays, located at the Extension Office and Courthouse.
- Make all reasonable effort to serve a diverse audience and to ensure equitable access to programs and facilities.

Financial Operations

- Maintain all department budgeted accounts including expenses and deposits and reconcile monthly. Work with department educators and Area Director to create the budget, anticipating program activities and related costs.
- Prepare department vouchers in the county accounting system for all department financial activity.
- Assist the Area Extension Director in drafting the yearly budget for presentation to the Land Conservation and UW-Extension Education Committee for approval.
- Compile information and prepare various financial record keeping procedures and reports for education programs.
- Provide accounting information to Oneida County Finance Department as needed.
- Secure annual postage allocations to Oneida County from the State Office of Budget and Fiscal Operations for the Oneida County Office. Prepare billings and reports for postage and other supplies.
- Sets up and maintains account records and ledgers; processes invoices for payment; prepares year-end records; prepares reports for Area Extension Director, County Finance Department and County UWEX Committee.
- Prepare reimbursement requests for local, state and federal educational programs.
- Create and maintain tax-exempt accounts with business vendors for educational program supplies.

Office Technology

- Utilize Microsoft and other software programs to edit and develop program announcements, correspondence, meeting notices, reports, and newsletters.
- Utilize desktop publishing programs to design program media for UWEX workshops and county wide activities. Create tickets, receipts, awards and invitations for special events.
- Utilize and develop spreadsheets to maintain accurate monthly and yearly financial accounts, writing vouchers, submitting payroll forms, and assisting with the annual budget. Utilize email programs to create and maintain contact lists for sending out group emails for various programs.
- Utilize and create database programs to keep track of mailing lists, queries and confidential information for registrations, enrollment and accredited programs.
- Maintain office equipment inventories and repairs/replacements in counsel with the Area Extension Director. Equipment includes, but is not limited to, desks, chairs, filing cabinets, computer hardware and software, VOIP, tablets and telephones. Assist with equipment requests submitted in the budget process.
- Serve as secondary internet website manager for UWEX. Develop, download, maintain and regularly update web pages using WordPress. Coordinate technology request with Oneida County IT Department.

Office Operations

- To serve as the office manager and provide programming and administrative support to the Area Extension Director, Health and Well Being Educator, 4H Educator and Youth Development Educator with support as needed by the Nutrition Education Program.
- Oversees day-to-day operations, including opening and closing office and point of contact for clients and staff.
- Ordering office supplies.
- Distribute mail to office personnel, and outgoing mail to courthouse and post office.
- Attend staff meetings and take notes to prepare minutes for distribution.
- Submit building repair and maintenance requests.
- Compile and provide materials on survey results as requested.
- Maintain order to files of UWEX bulletins and publications.
- Schedule meeting rooms for department meetings, programs, and workshops.
- Record, post and file minutes of the Oneida County Conservation and UW-Extension Education Committee.

Programming Duties

- Advertise programs, distribute catalogs, take registrations, oversee the on-site set-up, maintenance, and take-down for programs with support to program participants as needed.
- Compile information and prepare various financial record keeping procedures and reports for education programs.
- Responsible for providing support of the Master Gardener Program; attending meetings as needed and working with volunteers to track hours, communicate impact, and promote educational programs. Act as an information liaison between the State and Local Master Gardener Program.
- Create, edit, and distribute various agendas, notices, memos, minutes, charts, tables, agreements, educational and promotional materials, correspondence, PowerPoints presentations and other documents.

Specific Duties and Responsibilities

- Administrative Relationships: The position is supervised by and accountable to the Area Extension Director and the UW-Extension Education Committee.
- All matters related to program performance, job responsibilities, vacations, leave of absence and salary promotion, etc. are accountable to Oneida County through the Area Extension Director, UW-Extension Education Committee.
- Friendliness and inter-agency cooperation is essential. Ability to get along with co-workers and meet the needs of the public is essential.
- A person who values continued education and lifelong learning is important to this department. A self-starter is a must.
- Must be able to prioritize work, make office management decisions and have a good working relationship with staff regarding budget issues. Able to switch tasks at a moment's notice and deal with numerous interruptions every day.
- Honesty and integrity are essential.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of business math, bookkeeping, accounting, and English; ability to keep accurate clerical records and files; experience with department accounting, budget development and tracking desired.
- Experience with essential office support, including ability to relate well to public through in person, phone, or written interactions; ability to communicate educational and scientific information in a meaningful and effective manner.
- Ability to work independently with little to no supervision, organize and manage multiple priorities and plan and regulate office work flow.
- Proficiency in word processing, desktop publishing, and use of computer spreadsheets and database programs, and ability to operate a variety of other office machines.
- Familiarity with social media and cloud computing and willingness and ability to learn and adopt new digital technology.
- Ability to adapt quickly to changes and relate to a variety of different personalities.
- Good oral and written communication skills and problem solving and decision-making skills essential.

EDUCATION and/or EXPERIENCE

- High School degree.
- Two years post High School education in a Secretarial program, Office Assistant program or Accounting, AND two years' work experience in an office as a secretary, office assistant, or in accounting or other relevant experience.
- Preferred two-year associate degree related to job duties and a minimum of 2 years equivalent job-related experience is required.
- UW-Extension and/or County government work experience a plus.