

# Uintah County

## Job Description



<b>Title:</b>	4-H Coordinator	<b>Code:</b>	401
<b>Division:</b>	Administration	<b>Effective Date:</b>	3/07
<b>Department:</b>	USU Extension Office	<b>Last Revised:</b>	3/07
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	18

### GENERAL PURPOSE

Performs a variety of **full performance** routine administrative and complex secretarial duties as required to expedite services and maintain programs provided through the County Extension office.

### SUPERVISION RECEIVED

Works under the general supervision of the County USU Extension Agent.

### SUPERVISION EXERCISED

May supervise temporary office personnel or volunteer workers as needed to accommodate seasonal requirements of the office or program.

### ESSENTIAL FUNCTIONS

Receives and processes 4-H enrollments and program applications; orders 4-H materials, distributes material to leaders and clubs, prints letters and bulletins, schedules leader meetings, etc. as needed to promote cooperative county wide 4-H development; produces 4-H section of Uintah County Fair Book.

Attends various state, regional and national 4-H forums and in-service training as needed to keep current in 4-H programming; presents materials and orients 4H volunteers in available resources.

Performs complex secretarial and clerical duties for the USU extension agent; takes dictation or transcription of meeting minutes, letters, news releases, and reports; types detailed statistical reports documenting program activities, accomplishments and compliance with federal requirements for participation.

Operates personal computer; types correspondence, designs graphic layout for newsletters, bulletins, reports, etc.; answers telephone calls; acts as department receptionist, greets public, answers questions regarding a variety of programs and supplies general information as requested; performs routine research of material in the absence of agents and provides answers to some questions regarding extension programs.

Operates personal computer in establishing and maintaining an office filing system; enters and retrieves data relating to mailing lists, labels, and 4-H reporting data; accesses daily status reports of commodities and extension news; maintains 4-H records, files, indexes, data bases, etc.; maintains various computerized records and files; generates regular reports showing member and leader activity and progress; monitors member recognition and award eligibility; receives and sends electronic mail and reports.

Monitors long distance multimedia satellite programming; tunes and adjusts satellite system as needed to down-link various scheduled programs; operates VCR to record programs; manages video library, checks out programs and assures timely return.

Orders, files and distributes departmental literature and information; maintains inventory of office supplies and orders the same as needed; discards out-dated material.

Photocopies newsletters, office letters, office letterhead, form letters, bulletins, etc.; mails the same according to existing mailing lists which are updated and printed on an on-going basis; maintains library.

Coordinates and promotes for 4-H programs and activities in the county. Recruits, enrolls, and screens 4-H volunteers. Chaperones youth at state activities, after-school, and summer programs.

Performs related duties as required.

MINIMUMS QUALIFICATIONS

1. Education and Experience:

A. Graduation from a senior high school; plus six months (6 mo.) of specialized training in secretarial sciences, general business, education. or some other related field provided through workshops, seminars or on-the-job training;

AND

B. Two (2) years of related experience providing exposure to a variety of general office duties requiring the above type skills; one year of which must have been within an agricultural extension office.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** general office procedures and methods, basic bookkeeping and accounting, English, spelling, grammar, and punctuation; various software applications utilized in work processing, desktop publishing, accounting, etc.; computerized art layout and design related to bulletins, announcements, advertisements etc. **Some knowledge of** multimedia programming equipment and routine operation; telephone etiquette and methods of dealing with the public in a professional manner; purpose and goals of 4-H programs; the operation of computer and related technical equipment; extension agricultural and homemaking programs.

**Ability to** operate standard office equipment such as personal computer, copy machine, typewriter, calculator, paper folder, electronic mailing equipment; etc.; follow verbal and written instructions; perform clerical and secretarial work involving departmental operations; organize, develop, and maintain filing and other record keeping systems; perform under stress of time deadlines, communicate effectively, verbally and in writing; frequent changes in programs and seasonal demands; establish and maintain effective working relations with fellow employees and the public.

3. Special Qualifications:

Must be able to demonstrate proficiency in the operation of keyboard for word processing.

4. Work Environment:

Tasks require variety of physical activities, occasionally involving muscular strain related to walking, standing, stooping, sitting, reaching and some lifting. Mental application utilizes memory for details, emotional stability, discriminating thinking and some creative problem solving. Periodic local travel may be required in the normal course of job performance.

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)