

## Office Professional/Communications Manager Position Description for Dickinson County

### Employer and Supervisor:

The office professional reports to the local unit director. The local extension board provides the salary and benefits.

### General Responsibilities:

The office professional provides general administrative support to the local K-State Research and Extension educational program.

### Specific Responsibilities:

- Support the Extension Agents in programming and other activities.
- Present the first impression of the local extension program and K-State Research and Extension while greeting the public and answering the telephone.
- Respond to routine requests from the public. Refer other requests to the appropriate individual.
- Be familiar with schedules of agents in order to respond to phone calls and office visits.
- Organize correspondence, records and other information for future retrieval.
- Copy and distribute correspondence, news releases and meeting and event notices via mail, email, or social media.
- Develop and execute social media activities across multiple platforms.
- Design, proof read, and coordinate production of communications materials, including flyers, hand-outs, social media posts, etc.
- Create documents such as newsletters, fliers, brochures, etc.
- Oversee the development and maintain web pages and social media with up-to-date information.
- Receive and record registrations for events.
- Prepare regular and routine documents, logs, reports, and schedules.
- Maintain databases.
- Assist in the coordination of ordering of supplies, equipment and publications, as well as schedule maintenance and repair on office vehicles.
- Keep publications racks stocked and rotated.
- Perform routine maintenance of office equipment and make arrangements for repair when necessary.
- Keep mailing lists and databases up-to-date.

- Operate equipment such as computer and copy machines.
- Delegate duties as appropriate to part-time or student employees.
- Coordinate work hours with other Office Professional to ensure office coverage.
- Carry out other related duties as assigned.

**Required Knowledge, Abilities and Skills:**

- Ability to represent the local office of K-State Research and Extension in a professional manner.
- Prefer to have previous experience working in an office setting managing multiple priorities.
- Must have the ability to take initiative, solve problems, and improve program efficiency.
- Must be detail oriented and highly organized.
- Must have excellent customer service and time management skills.
- Knowledge of English, spelling, grammar and basic math.
- Knowledge of the operation of office equipment and personal computers.
- Knowledge of standard formats for letters, memos and reports.
- Ability to keep sensitive information in a confidential manner.
- Ability to learn and apply rules, policies and procedures.
- Ability to use word processing, spreadsheet and database applications.
- Ability to record, file and retrieve information.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to understand and follow step-by-step verbal and written instructions.

High school diploma required, associate or bachelor's degree in communications, marketing, or related degree preferred. Extension and/or communications experience is highly preferred. Proficiency with Microsoft Word, Excel, PowerPoint, Publisher, and Adobe Acrobat is required. The work is primarily sedentary and will be performed at a desk or in the office environment. The work may require some repetitive movement of the arms and hands. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events.

**Benefits**

KPERS

Hours per week: (32-40, some flexibility)

Starting hourly rate: \$12.00/hr

Leave policy at 40 hrs/week: vacation leave 8 hrs earned/month, sick leave 8 hrs earned/month

Cafeteria benefits for pre-tax expenses available

Health Insurance provided

Date of Application

**OFFICE PROFESSIONAL - APPLICATION FOR EMPLOYMENT**

A resume may be attached.

**NAME**

First Name

Middle Initial

Last Name

**ADDRESS**

Street Address

City

State

Zipcode

TELEPHONE (Mobile)

(Home)

E-MAIL ADDRESS

What is the earliest date you will be available to start work?

**EDUCATION**

High School Diploma or GED certificate Yes

No

**COLLEGE, BUSINESS OR VO-TECH SCHOOLS ATTENDED**

List names and locations of schools, degrees or certificates received and special skills learned. Limit 1100 characters

PLEASE LIST COMPUTER SKILLS: Limit 1600 characters

***K-State Research and Extension is an equal opportunity provider and employer.***

## JOB SKILLS

This is a skill inventory to determine relevant education and/or work experience for the skill(s). Please  all box(es) that apply.  
**Indicate years of experience.**

SKILL DEFINITION	TRAINING	YEARS OF EXPERIENCE
<b>OFFICE AND ADMINISTRATIVE SUPPORT:</b> General office and administrative support.		
<b>GENERAL ACCOUNTING:</b> Recording/verifying/classifying accounts payable and/or accounts receivable transactions; and/or training at high school or post-high school level in bookkeeping, accounting, spreadsheet applications, business math, business law and/or business taxes.		
<b>CLERICAL SPECIALITIES:</b> Office Management: Coordinating activities of an office, such as wordprocessing, bookkeeping, preparation of payrolls, flow of correspondence, filing, requisition of supplies, and other clerical services.		
Operating Copiers: Operating and maintaining a copy machine in making copies, may include collating, stacking and stapling functions.		
Mail Handling: Sorting, processing, and delivering mail.		
Filing: Classifying, sorting and filing correspondence (electronic and hard copies), records and other data in alphabetical or numerical order, or according to subject matter or other filing systems.		
Answering Multiple-Line Telephone: Answering and operating a multiple line telephone that features second call answering, automatic dialing, busy override, three way transfer, conferencing and call waiting, etc.		
Receptionist Duties: Greeting the public, referring telephone calls and persons to offices or office personnel.		
Cashiering: Receiving and disbursing money and recording transactions.		
General Recording: Preparing, reviewing, maintaining, routing and coordinating recorded information; checking records and schedules for accuracy.		
Payroll/Personnel Record keeping: Computing and posting wage data to payroll records; such as income tax withholding, social security payments, and insurance.		
<b>WORD PROCESSING:</b> Entering Data into Computer: Entering data and record changes into a computer software application.		
Desk Top Publishing: Using word processing software to create documents such as: letterhead, newsletters, advertisement, flyers, graphics, etc.		
Merging Documents: Using software functions, keys or programs in combining files or parts of files into a single document for word processing, spreadsheet or data management application.		
Add Graphics to Documents: Creating and adding graphics/charts to word processing/spreadsheet documents.		
Designing and maintaining web pages: Creating and modifying information and documents on websites.		
<b>GENERAL SECRETARIAL DUTIES:</b> Carrying out general administrative or office duties which may include operational functions of an organization unit.		
Maintain Appointment Log: Maintaining an appointment log for staff.		

SKILLS DEFINITION (CONT.)	TRAINING	YEARS OF EXPERIENCE
<b>GENERAL SKILLS:</b> Composing Correspondence: Writing general business letters and reports, using prescribed format and conforming to all rules of punctuation, grammar and style.		
Proofreading and Editing: Proofreading and editing written materials to ensure compliance with punctuation and grammar rules.		
Preparing Specifications: Developing written, detailed requirements for purchase, modification or repair of equipment, vehicles and/or facilities.		
Graphic Data Presentation: Determining media and format for graphic presentation of data.		
Budget Preparation: Preparing a budget through analyzing past and present financial operations and estimating future revenues and expenditures.		
Mathematics-Basic: Studying or applying the basic mathematics principles of addition, subtraction, multiplication or division.		
Project Management: Directing the overall execution of a defined project including development of processes/procedures with respect to time restraints.		
Lead worker: Assigning, instructing and reviewing work of others on a daily or special project basis.		
Supervisory: Assigning, and reviewing the work of subordinates, rating work performance, hiring or recommending hiring, resolving, disciplinary problems and grievances.		
Administrative: Executing organizational policy, goals or objectives.		

Please list any job skills you may have that are not listed above.

### WORK HISTORY

List in order all positions you have held starting with most current, including any time you were in business for yourself and any periods of military service. If your duties changed significantly in the course of any employment, indicate changes as separate employment. Resume may not be substituted for following employment history.

#### Last or Present Employment

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ to \_\_\_\_\_  
 Phone: \_\_\_\_\_ Hours per Week: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
 Type of Business: \_\_\_\_\_ # of People Supervised: \_\_\_\_\_ for \_\_\_\_\_ years \_\_\_\_\_ months  
 Duties While Employed (also list equipment used regularly in the work of this position): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

#### Other Employment

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Dates of employment: \_\_\_\_\_ to \_\_\_\_\_  
 Phone: \_\_\_\_\_ Hours per Week: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
 Type of Business: \_\_\_\_\_ # of People Supervised: \_\_\_\_\_ for \_\_\_\_\_ years \_\_\_\_\_ months  
 Duties While Employed (also list equipment used regularly in the work of this position): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Other Employment (CONT.)**

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Employer: Job Title:  
Address: Dates of employment: to  
Phone: Hours per Week: Immediate Supervisor:  
Type of Business: # of People Supervised: for years months  
Duties While Employed (also list equipment used regularly in the work of this position):

Reason for Leaving:

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Employer: Job Title:  
Address: Dates of employment: to  
Phone: Hours per Week: Immediate Supervisor:  
Type of Business: # of People Supervised: for years months  
Duties While Employed (also list equipment used regularly in the work of this position):

Reason for Leaving:

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**REFERENCES**

May we contact your present employer regarding your qualifications? Yes No

Please list three persons in addition to the employers named above. Do not include relatives.

Name Telephone

Address

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Name Telephone

Address

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Name Telephone

Address

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To the best of my knowledge, all answers to the foregoing are true and correct. I hereby grant permission to K-State Research and Extension to contact each of my former employers listed above concerning my qualifications for employment. Permission is also granted to each of my former employers to give K-State Research and Extension information they may have with respect to my work experience with them.

\_\_\_\_\_  
Signature