

## CAMAS COUNTY JOB DESCRIPTION

**JOB TITLE:** Camas County Extension 4-H  
Program/Administrative Assistant

**DEPARTMENT:** University of Idaho, Extension Camas County  
This is a county funded position in cooperation with the University of Idaho, Extension.

**SUPERVISOR/REPORTS TO:** Extension Educator/County Chair

### **MISSION STATEMENT:**

The nature of the office is to serve as a local educational center of the University of Idaho concerning all phases of agriculture, family, youth, and community development. The Administrative Assistant is the first contact – both in person, by telephone, or other communication tools. Therefore, an essential duty of the Administrative Assistant (AA) is to be dependable, courteous, prompt, helpful, and accurate. Other responsibilities include assisting the Extension Educator with program development and delivery, financial records, including county and office budgets, and the preparation of vouchers. Bookkeeping for Camas County Extension accounts. Finally, serve as a liaison between the Camas County Extension office and other applicable county departments.

The duties as the 4-H Program Assistant are to provide leadership in the organization, training, and coordination of the 4-H Program within Camas County. The 4-H program should involve volunteer people working with youth to influence their development of lifetime skills through 4-H projects.

### **DUTIES AND RESPONSIBILITIES** (Administrative Assistant)

- **Visitor Reception**
  - Receive and greet the public. Answer general inquiries coming into the office, both by telephone and in person, before routing them to the proper person. Take written messages for phone and walk-in inquires.
- **Records**
  - Maintain files of correspondence, personnel records, financial records, and other records.
- **County Budget and Vouchers**
  - Maintain accurate records as required.
  - Submit voucher claims for the county budget and reconcile budget amounts monthly with the county auditor's office.
  - Ensure employees are reimbursed in a timely manner for personal charges made with county funds.
  - Monitor budget expenditures with County Chair to prevent overspending.
  - Submit timesheet for approval promptly signed by Extension County Chair, before submission.
- **University Reporting**
  - Prepare reports due to the University of Idaho, such as expenditures, budget, inventory and/or affirmative/civil rights reports.
  - Submit all materials to be reviewed and approved by the Extension County Chair before submitting to the University of Idaho annual audit report.
- **Email Correspondence**



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- Operate computer programs to send and receive electronic mail from the University of Idaho and other Extension offices.
- **University Mail**
  - Distribute mail to appropriate staff.
  - Assist in mailings and reporting University of Idaho mail expenses for the office.
  - Keep current on mail regulations as found in the County Operations Handbook and notices received. Update postage meter allocations as needed.
- **Office Supplies, Equipment and Inventory**
  - Order office supplies, manuals and other educational materials under the guidance of the county chair.
  - Maintain office equipment inventory with county chair. Initiate action for repair and maintenance of office equipment.
- **Staff Meetings & Trainings:**
  - Assist in the coordination of staff meetings by coordinating schedules and taking minutes and preparing agendas when meetings occur.
  - Attend administrative trainings and other trainings when appropriate.
- **Material Preparation**
  - Assist in the preparation of correspondence, flyers, programs, surveys and educational materials, sometimes given in a form that requires alteration using word processing, desktop publishing, web publishing, database, and spreadsheet software. These duties are to be carried out as requested.
  - Work with the Fair board to make sure the fair book is complete.
- **Website**
  - Maintain UI Camas website, edit, and upload information, keeping items current and relevant.
- **Other Duties**
  - Provide administrative and secretarial support to the Extension Educator as needed for Extension programs.
  - Perform other related duties as required i.e., monitor publication racks for outdated material, update bulletin board, or other tasks as requested by the county chair.
- **University Compliance**
  - Comply with the University of Idaho policy on affirmative action and equal opportunity as stated in the University of Idaho Faculty Staff Handbook, section 3060. Contribute to the UI System Affirmative Action Plans. Maintain and update the office's civil rights/affirmative action file and provide information in case of an audit. Comply with the Camas County Personnel Policy, Information Systems Policy, Vehicle Use Policy and Credit Card Policy.
- **County Compliance**
  - Be familiarized with UI County Operations Handbook and comply with Camas County policy.
  - Make job decisions using autonomy and creative thinking according to county and UI policies and procedures.

#### **DUTIES AND RESPONSIBILITIES** (4-H Assistant)

- **Coordinate 4-H Program in Camas County:**
  - Provide leadership in developing, planning, and conducting programs that deliver youth education and volunteer development curricula in Camas County and work closely with the Extension Educator.

- Assist and organize clubs; organize and conduct events, activities, workshops and presentations; 4-H afterschool or in-school events.
  - Advise and counsel local 4-H clubs and volunteers in organizational skills, personal development skills of youth and adults, and policies of the state and county 4-H program;
  - Assist 4-H Leader's Council, project committees, and standing committees in planning, implementing and promoting the county, district and state 4-H activities and events; order 4-H curriculum materials, trophies, ribbons and other awards; working to recruit judges for 4-H events, including the county fair.
  - Consult with Extension Educator on obtaining up-to-date curriculum and resources to maintain a quality program.
- **Support 4-H Volunteers and Members:**
    - Supervise and direct volunteers, parents, and members; recruiting and training new volunteers.
    - Attend all 4-H Leaders Council Meetings.
    - Collaborate with 4-H Leaders Council Officers, club volunteers and Extension Educators to gather and prepare all the necessary documentation of the annual financial audit forms from each of the County 4-H clubs and Leaders Council.
    - Supervise, direct, and provide leadership with Extension faculty in educating volunteers.
    - Publish the county 4-H newsletter, developing and maintaining the county volunteer and member recognition program.
  - **Collect and Report 4-H Participation Data and Evaluate 4-H Programs:**
    - Use the 4-H Online reporting system and other computer software as needed.
    - Communicate to faculty and volunteers the results of programs, activities, and events to maintain or modify a quality 4-H program; and, in cooperation with faculty, conduct evaluation of selected programs.
    - Participate in the 4-H/Youth Development Expansion and Review Committee to evaluate the status and the future direction of the Camas County 4-H program.
  - **Increase the Awareness of the 4-H Program:**
    - Submit articles to the newspaper; present programs to area organizations and agencies; develop news releases and other marketing tools; educate the community, youth and volunteers through social media about University of Idaho Extension Camas County 4-H program youth opportunities, benefits, and needs.
  - **Continue Professional Growth:**
    - Attend in-service training, professional meetings, and workshops, including regional, district, and state events.
  - **County Fair Support:**
    - Perform duties as required for the 4-H portion of the Camas County Fair, which may require extended work hours during the Camas County Fair and possibly at other programs and activities. Including organizing setup and takedown of the Legion Hall and supporting Fair Board with open class entries and judging.
    - Maintain and provide necessary information for the 4-H livestock sale. Support the Camas County Market Animal Sale Committee by being an ex-official member giving direction and input according to their bylaws. Work with the Committee to ensure that a list of members in good standing is provided for sale advertisement. Update the sale program yearly. Ordering possible buyer's plaques and average daily gain (ADG) trophies.

- **Maintain Good Working Relationship:**
  - Keep agencies and advisory committees informed of the growth, development, and activities of the 4-H program.
  - Maintain a professional working relationship with co-workers, other departments, and clientele.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Professional Characteristics**

- Sitting with intermittent moving in an office environment, lifting of office supplies, standing, walking, talking & hearing (in person and by telephone), and seeing (e.g., documents, etc.).
- Comprehensive knowledge of QuickBooks, Microsoft Word, Excel, PowerPoint, Publisher, Email programs, and web publishing programs
- Manual dexterity to perform office functions (e.g., typing, filing, collating, operating office machines, computer, 10-key, etc.)
- Comprehensive knowledge of modern office procedures.
- Excellent verbal, written communication and organizational skills.
- Willingness and ability to conduct and attend evening and weekend activities and meetings; willingness and ability to travel to other work sites. (County vehicle may be used if available; otherwise mileage will be reimbursed when personal vehicle is used.)
- Demonstrated ability to organize, and work with people, and area agencies in problem solving and decision-making.
- Willingness to work with University of Idaho Extension Educator, volunteers and other employees as a team player.
- Valid Idaho driver's license.
- Must maintain a good attendance record.
- Initiative to set and accomplish work related goals with minimal supervision.
- Ability to perform essential duties efficiently and accurately with or without reasonable accommodations and without endangering incumbent or other employees.

### **ADDITIONAL DESIRABLE QUALIFICATIONS**

- Previous experience as a 4-H program assistant or aide
- College degree in Agriculture, Family and Consumer Sciences, Recreation, Education, or closely related field.
- Supervisory experience.
- Experience working with children and/or with adult volunteers.
- Experience working with minority and underserved audiences
- Ability to type 30-40 wpm.
- Ability to work with and adapt research materials for effective oral or written educational use including adaptation to bilingual audiences, if necessary; ability to utilize computers and current standard computer software.

### **WORKING CONDITIONS**

- Stooping, kneeling, crouching, crawling, pushing, pulling, balancing, climbing and lifting of heavy objects up to 50 pounds.
- Work in both indoors and outdoors working environments.
- Standing and/or sitting for long periods of time.
- Maintain a professional image for the betterment of the University of Idaho Extension and Camas County by acting as an advocate of the Land Grant University and its role in Idaho and communities.

### **DRUG FREE IDAHO WORK PLACE**

- Upon offer and acceptance of a position, the applicant must test free of drugs and alcohol as a condition of employment.

### **CRIMINAL HISTORY BACKGROUND CHECK**

- Upon offer and acceptance of a position, applicants are subject to and must pass a Criminal History Background Check.

### **BENEFITS**

- Benefits for employee.

### **OTHER**

- The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract.
- Management has the exclusive right to alter this job description at any time without notice.