

Bear Lake County Extension – Administrative Assistant

Overview: Perform office operations including finance, clerical duties, and keeping the office open during office hours. The Administrative Assistant will perform a wide variety of clerical, bookkeeping, and program support functions for the Extension Office. This position reports to the Bear Lake County Extension County Chair. This position may be the first point of contact for the department and is tasked with ensuring the information flows accurately, efficiently, and effectively while maintaining appropriate confidentiality.

Responsibilities

Employee:

- Adhere to all Bear Lake County employee policies and procedures.
- Comply with the University of Idaho policy on affirmative action and equal opportunity as stated in the University of Idaho Staff Handbook. Contribute to the University of Idaho Extension System and Bear Lake County Affirmative Action Plans.
- Complete all work in compliance with University of Idaho policies and procedures.
- Help extension educators, 4-H coordinators, and program volunteers. Contribute to a positive office team environment. Develop and maintain a high degree of professionalism. Work respectfully with co-workers, extension faculty, and the public.
- Duties may require after-hours and weekend work especially at 4-H camp and during fairs.

Duties:

- Greet the public in a courteous, professional manner and maintain an open office during county business hours.
- Perform financial duties for the office including receipt reconciliation, account management, reports as necessary, paying of bills, management of funds in collaboration with the county chair.
- Be a partner with the Bear Lake fair board including but not limited to assisting with printing, taking messages or referring the public to the fair board secretary, working with the fair board and staff on projects.
- Monitor office inventory and supplies and order supplies when necessary.
- Assist with educational meetings and activities.
- Prepare all reports as requested/assigned for Bear Lake County Extension (such as Civil Rights Reporting, ZSuite records management, digital measures, inventory, Standardized Extension Agreement, county fair premiums, etc).
- Oversee scheduling, payment, check in, and check out of the Allred Education Center facility.
- Take minutes at meetings as needed such as office staff meeting, advisory council, 4-H meetings, etc.
- Support 4-H and other education programming.
- Assist with the county fair, state fair, and Alpine 4-H Camp.
- Post all office activities to the University of Idaho calendar.
- Promote educational classes and activities using online webpages, social media, flyers, newsletters, etc.
- Coordinate, publish, and distribute the Bear Lake County Extension newsletter
- Manage maintenance of county vehicles.
- Fill state assignments as opportunities are presented and approved by county chair.
- Manage inventory of assets for both county and university assets.

- Work with the county clerk's office to balance and reconcile budgets, complete reimbursements, and other budget needs.
- Other duties as requested and approved by supervisor.

Schedule:

- Monday – Friday, 8:30 am to 5 pm with an hour lunch

Compensation: \$21.75 per hour plus county employee benefits

Qualifications:

Required:

- Desire to contribute to 4-H and Extension programs
- Excellent communication skills
- Ability to follow policy and procedure
- Ability to work in a team environment
- Detail orientated and ability to keep correct records
- Organizational skills and ability to prioritize work tasks to meet deadlines
- Ability to pass a background check to allow working with youth
- Computer skills including email, Word, Excel, social media

Preferred:

- Experience in 4-H and Extension programming
- Experience in finance, bookkeeping, reconciliation, and budgets
- Experience with administrative assistant tasks
- Marketing experience
- Writing, proofreading, and distributing information

First review of applications will be October 1, 2024.

Please complete the Bear Lake County Job Application found on the main website and return it to the Extension or Clerk's Office.

For further information, contact Kari Ure at 208-847-0345 or kure@uidaho.edu