

POSITION VACANCY

**APPLICATIONS FROM IN-HOUSE APPLICANTS WILL BE ACCEPTED
BEGINNING APRIL 9, 2025 THROUGH APRIL 13, 2025.**

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED
BEGINNING APRIL 14, 2025 UNTIL JUNE 9, 2025.**

(POSITION IS OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)

Website: <http://www.co.wayne.in.us/jobs/index.php>

JOB TITLE: Office Manager, #10906

Date Posted:	April 9, 2025
Department:	Extension Office (Kuhlman Center)
Hours:	35.5 hrs./week
Hourly Rate:	\$20.40/hr.

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Office Manager for the Extension Office, responsible for performing various secretarial duties, bookkeeping, assisting staff and supervising part time and seasonal staff.

DUTIES:

Assists clients by phone or in person, answering questions, taking messages, and/or directing inquiries to the appropriate Extension Educator.

Maintains office in absence of Extension Educators.

Supervises assigned part time staff and seasonal workers, including scheduling hours and delegating work.

Prepares and submits payroll to county paid departmental staff.

Maintains department inventory, ordering supplies and publications as needed.

Prepares department correspondence, including typing letters for Agriculture, Home Economics, and 4-H newsletters.

Assists volunteers in programming areas, providing information from database, and responding to inquiries and requests for clubs, committees, and boards.

Performs bookkeeping and banking duties, including collecting payments, counting money, writing receipts, preparing bank deposits, depositing money in the bank, and account ensuring financial policies are enforced and followed.

Maintains department website and social media accounts, updating information and events as needed.

Enters and maintains databases, for 4-H members, Volunteers, Health and Human Services, and Agricultural-Natural Resources Members.

Attends training and stays current on Purdue policies as required ensuring policies are followed and assisting Educators with interpreting policies.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High School diploma or GED.

Working knowledge of basic bookkeeping and accounting principles, and ability to perform simple arithmetic calculations.

Working knowledge of standard office policies and practices, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to properly use standard office equipment and software, including computer, calculator, fax machine, postage meter, copier, telephone, folding machine, binder, scanner, Microsoft Office, PowerPoint, and projector.

Ability to effectively communicate orally and in writing with other County departments, USDA, State Board of Animal Health, Purdue University, National 4-H council, schools, WIC, EFNEP, attorneys, program boards and committees, volunteers, community leaders, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to supervise assigned part-time staff and seasonal workers, including scheduling hours and delegating work.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to read work rules, use standard English grammar, spelling, pronunciation and to speak clearly, with poise.

Ability to write and edit reports, news releases, contracts, and leases, give public presentations and advise people.

Ability to work alone and with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.

Ability to file, post, mail materials, and copy data from one document to another and interview to obtain information.

Ability to work on several tasks at the same time, and work rapidly for long periods, often under time pressure.

Ability to understand, carry out, memorize, and retain oral and written instructions.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compute and perform arithmetic operations, such as counting money.

Ability to compile, collate, classify, analyze, and evaluate data.

II. RESPONSIBILITY:

Incumbent's priorities and schedules are primarily determined by supervisor, flexible routines, the service needs of the public and seasonal deadlines. Incumbent performs a variety of relatively standard task with assignments guided by definite objectives using a variety of methods and procedures. Errors in performance are primarily detected and prevented through standard bookkeeping checks, supervisory review, procedural safeguards, and notification from other departments, agencies or public. Undetected errors may result in loss of time to correct error, and loss of money to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with other County departments, USDA, State Board of Animal Health, Purdue University, National 4-H Council, schools, WIC, EFNEP, attorneys, volunteers, community leaders and the public for a variety of purposes, including exchanging information, explaining and interpreting policies/procedures, and presenting subject matter to others.

Incumbent reports directly to Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, including sitting/walking at will, sitting/standing/walking for long periods, working with or near chemicals, lifting/carrying objects weighing up to 50 pounds, bending, crouching/kneeling, pushing/pulling objects, reaching, keyboarding, close and far vision, speaking clearly, color perception, hearing sounds/communication, and handling/grasping/fingering objects.

Incumbent may work with or be exposed to violent/irate individuals. Incumbent may occasionally travel out of town, but not overnight.

APPLY AT:

**Wayne County Government
Human Resources
401 E. Main Street
Richmond, IN 47374**

ON-LINE at: www.co.wayne.in.us

***Wayne County Government
Is an Equal Opportunity Employer***