



Job Title: Jefferson County Extension Office Manager

Pay Range: \$45,000- \$55,000

Job Summary: The Office Manager (Extension Operations) is a critical position responsible for ensuring the efficient, compliant, and professional operation of the Jefferson County Extension Office. This role serves as the operational backbone of the office by managing administrative systems, overseeing financial processes, and coordinating communication across staff, partners, and the public.

Maintain and update standard operating procedures (SOPs) This position requires a highly organized, detail-oriented professional who can own systems, manage competing priorities, and operate with a high level of accountability and discretion.

Key Responsibilities:

1. Operations & Administrative Support:

- Manage administrative systems and workflows to ensure smooth daily operations
- Provide general administrative support to Extension Office staff.
- Manage office correspondence, emails, and phone calls, directing them to the appropriate personnel.
- Maintain and update standard operating procedures (SOPs)
- Maintain and organize office files, documents, and records.

2. Visitor and Client Services:

- Help greet and assist visitors and clients, providing information and assistance as needed.
- Handle inquiries and resolve issues courteously and professionally.

3. Office Supplies and Inventory Management:

- Monitor office supplies and equipment inventory, replenishing items as necessary.
- Ensure office equipment is in working order and arrange for maintenance or repairs.

4. Financial Management:

- The financial responsibilities of this role encompass various tasks, including but not limited to:
- **Managing Fiscal Records:** Preparing and maintaining comprehensive fiscal records and program reports.
- **Transaction Reconciliation:** Ensuring the reconciliation of P-card transactions.
- **Account Balancing:** Regularly balancing and maintaining accounts.
- **Purchase Processing:** Processing and/or approving purchase requisitions for county and UF.
- **Expense Management:** Assist in overseeing travel requests, expense reports, and check requests.
- **Vendor Payments:** Managing online vendor payments efficiently.
- **Program Registration:** Overseeing program registrations and related financial transactions.



5. Communication:

- Assist in preparing and disseminating newsletters, promotional materials, and announcements.
- Manage social media accounts or website updates as directed.
- Complete meeting minutes and correspondence for staff and Wildlife Camp staff meetings.

Qualifications:

- High school diploma or equivalent (Bachelor's degree preferred).
- Proven experience in office administration or a related field.
- Proficiency in office software, including Microsoft Office 365.
- Strong organizational and time-management skills.
- Excellent interpersonal and communication abilities.
- Attention to detail and accuracy in record keeping.
- Customer service-oriented with a welcoming and helpful demeanor.
- Ability to work independently and as part of a team.

Preferred Experience:

- Experience with financial tracking, bookkeeping, or government systems
- Experience in a public-facing or government office
- Experience managing multiple systems or projects simultaneously