

CSU LINCOLN COUNTY EXTENSION ADMINISTRATIVE ASSISTANT

The purpose of this position is to provide support to staff in serving extension clientele in an efficient and professional manner.

The Administrative Assistant serves as a local representative of Colorado State University and works under the guidance of the Lincoln County Extension Director. Responsibilities include: Support administrative duties in the office and ensure that office is operating smoothly. Perform routine clerical duties such as opening and closing, answering phones, emails, typing, searching files, filing, data entry, inventory, ordering, and record keeping. Provide other administrative support as necessary, including scheduling group meetings, sending meeting alerts, and maintaining calendars, doing research, and creating reports. Managing county appropriated budget and non-appropriated funds including submitting payroll, processing all invoices, preparing checks, making deposits and reconciling. Responsible for the publications, press releases, detailed support and extensive documentation required for all Youth Development, Extension activities, and Lincoln County Fair. Acknowledge public and direct to proper channels or provide direct assistance. Contact other County Extension Agents and/or CSU Specialists in the absence of the local County Agent for assistance in various consumer and producer inquiries. Train volunteers and 4-H families in the 4-H enrollment procedure, registration of activities and software used. Organizing, recruiting volunteers and coordinating various annual events.

MAJOR RESPONSIBILITIES EXCLUSIVE TO ADMINISTRATIVE ASSISTANT (AA)

Essential Responsibilities

Working with other

The AA is required to be an outstanding team member of CSU Lincoln County Extension staff. Initial contract person for clientele both in person and by phone. Acknowledge public and direct to proper channels or provide direct assistance. Contact other County Extension Agents and/or CSU Specialists in the absence of the local County Agent for assistance in various consumer and producer inquiries. Provide other public support as necessary, including scheduling group meetings, sending meeting and activity alerts, and maintaining calendars and bulletin boards, also assist with social media and website.

Basic Office/clerical procedures

Perform routine clerical duties such as opening and closing, answering phones, emails, general and office correspondence, typing, searching files, filing, data entry, inventory, ordering, and record keeping doing research, and creating reports. See that mail is opened, sorted and distributed within one hour of receipt in office. File copies of correspondence in appropriate file, and file other materials and information, as well as clean and update files as needed

Publications

Responsible for the publications, press releases, detailed

support and extensive documentation required for all Youth Development, Extension activities, and Lincoln County Fair. Organizing and executing the Lincoln County Fair which include: precision data entry, extreme attention to detail, extensive communication and documentation. Type news articles and ads, arranging the publication as needed. Negotiate with agents on due dates for monthly newsletters, with accuracy on final copy and email blast by 5th of each month. Print various 4-H material such as enrollments, manuals, e-records & supplements, programs, etc. as needed. Print programs, booklets, etc., for the following programs each year; 4-H fun day, 4-H fashion revue, 4-H achievement night program and 4-H livestock sale. Do booklets, for various programs put on by agent or requested by clubs throughout the year.

All of these programs, booklets, etc., involve art work, drafting originals on computer and making copies, collating, folding and stapling. Print various office forms and lesson materials, such as office and news release, letterheads, mileage sheets, meeting minutes, etc., by negotiated deadline and quantities.

Budget/Accounting

Assist in managing county appropriated budget and non-appropriated funds including submitting payroll, processing all invoices, preparing checks, making deposits and reconciling. Inventory and order all supplies and equipment. Prepares annual fiscal financial reports for the non-appropriated funds and certain activities in the appropriated budget. These reports are then submitted to the CSU regional director.

Enrollment/ Entries and Registrations

Train volunteers and 4-H families in the 4-H enrollment procedure, registration of activities and software used in 4-H Online. Complete pre-fair entries and needed fair paperwork and clerking the Jr. Livestock Sale and fair premiums using Windows Fair Management. Data entry & yearly maintenance of all 4-H/FFA enrollment files within these two programs. Record registrations by phone or mail for all programs requiring pre-registration. Collect and record appropriate amount for required registrations. Prepare receipts, alphabetize registration sheets and make up name tags and health forms when required. Also obtain and record re-registration funds for agent.

Fair and 4-H judges

AA is responsible for all contracts.

Tree Orders

Advertise for and administer the ordering and distribution of the annual seedling tree program of approximately 2000 seedlings. Keep all records of tree orders as they come in. Send in weekly orders. Send out notices to all those having ordered trees as soon as we are notified of the date of their arrival and help prepare trees for pick up. Prepare timely news releases to the newspapers.

Water, Soil, Forage, Plant	Supply information and give explanations to client. Give clientele need material and forms where applicable for sample collection.
Equipment Care	Routinely clean office machines and see that machines are serviced as needed. None of the equipment is under contract, but should be regularly dusted, etc.
Yearly Events:	Point person for organizing, recruiting volunteers and coordinating various annual events, including 4-H Achievement Program, 4-H Livestock Judging Contest and Farm Safety 4 Just Kids Day Camp for approximately 100 4 th grade students.
Achievement Night Program	For this program the AA sets up the order of the program and visits with the hosting club about scheduling place and time, etc. Orders all awards and sends invitations to all donors and award recipients.
Farm Safety Day Camp	Office manager attends meetings to organize and prepare for this event. Prepares all correspondence to donors, group leaders, presenters and attending schools. Responsible for finding and organizing group leaders and assistants. Prepares all packets and necessary information for the day of the camp.
Lincoln County Fair	<p>Following is a breakdown of each day's events and the responsibilities. (times will vary according to the fair book):</p> <p>The onset of fair does not stop the questions on garden problems, wheat questions, canning, etc., and these calls continue to come in and need to be acknowledged and answered. Week prior to fair move all need material to the fairgrounds including phone service. The week of the fair, the office manager should endeavor to be at the fairgrounds by 7:00 a.m.</p>
Tuesday and Wednesday	Horse judging for 4-H'ers enrolled in horse. The Horse judging begins according to the fair book and generally lasts until around 6 p.m. Clerk for the Horse Shows, keep record of all the placings of each class thru data entry into the Fair Management computer program.
Saturday	Meals are needed for this day. Interview judging for 4-H'ers in all 4-H projects, other than animals. This involves directing judges, leaders, parents and youth to the correct station, providing a time schedule for the members to the superintendents of the buildings, and answering general questions.
Tuesday	Dog, Rabbit, Poultry, and Sheep Show all need clerked, split duties with fair superintendent and agents. All market livestock must also be weighed in. The office will be present at the weigh-

in to record the animal weights and tag numbers. Two scales are used to speed up the process. AA is also responsible for entering data into the program at the market livestock weigh ins and preparing it for class breaks.

Wednesday

Open class entries start arriving must be in place by 6:00 pm. Judging sheep, goats and swine takes place.

Thursday

Dairy and beef show day. Office personnel can also get quite busy consigning all 4-H'ers who wish to sell their livestock in the livestock sale. All open class exhibits are judged this day

Friday

As soon as all animals are consigned, a sale order is assigned to each animal. The AA creates a sale bill and makes copies at the main office in town. A great portion of the day is spent in preparation of clerking the Junior Livestock Sale.

Saturday

AA assists the livestock sale committee with numerous reports concerning the livestock sale to assist in load out of animals.

Following Monday - Friday

Livestock sale checks and premiums are proofed and printed.

Fair follow up.

As record books and thank you letters are collected, the checks are disbursed. The 4-H office at the fairgrounds as well as the exhibit building are packed, loaded and moved back to town. Things are then unpacked, inventoried and put away for next fair. Any remaining results are processed and given to the local papers.

Monthly responsibilities:

January

Stock show the office receives information and it is the responsibility of the office to get information out to 4-H'ers and other interested persons.

Revisions on the previous year's fair book are made. The state fair sends a syllabus, which is a list of all 4-H projects and the rules for exhibiting them. These rules are compared with our exhibiting rules and many changes are recorded. Classes for open class are also deleted or added to the fair book. These changes are made and a rough draft of the fair book is prepared for proofing. Once proofing is done a copy is made and ready for printing by the local printers. This process should be completed and the computer copy available for the printer by March 1. Continue enrollments.

February

Assist 4-H enrollments. The 4-H enrollment deadline is February 15. Make sure we have weight slips for beef weigh in for March.

March	Beef weigh in. Ribbons are ordered for fun day jamboree and contest, livestock judging contest and fair at this time, if necessary. Send notification to all those having ordered trees as soon as the office is notified of the date of their arrival. These trees usually come in mid-March.
April	4-H contest and activities begin need to forward information to families and help with registration where needed. Lincoln County may hosts a livestock judging contest. The office sends letters to all counties and also handles entries as they come in. The AA will operate the tabulation room and process results. Through April and May, various scholarships and applications are due and the office is generally responsible for sending materials requested by mail, email or phone to those needing them.
May	May 1st is add/drop deadline for the 4-H projects. 4-H Fun Day is held in June. The 4-H agent sends out registration forms and handles them as they come back in, the AA types, prints and collates the programs. At fun day the AA help with keeping everything running smoothly and handing out ribbons and awards.
June	An inventory of fair supplies is taken and orders for necessary items are made for the upcoming fair. The fair book is completed and received by the office usually by the first of June. They are then distributed and sent to the clubs for each 4-H family. A great deal of time is spent on setting up an interview judging schedule for all 4-H'ers in general projects for Monday of fair.
July	Entry forms are received in large numbers, proofed and entered into the fair management database. Print comment sheets and bar coded result sheets. Vouchers are also typed up ahead of time for all superintendents and judges for the fair. As garden produce is harvested and prepared for whatever method of preservation intended, the office gets many calls with questions along this line. AA field questions, help with those possible and refer others to the agent. All last minute jobs are finished. Boxes are packed for each superintendent at fair, and the 4-H office.
August	Lincoln County FAIR!!!
September	State fair projects are brought back to the office and must be returned to the 4-H members. The office wraps up the completion reports and orders membership pins enrollment supplies and leader pins. Packets are compiled for each of the 4-H clubs, containing materials the clubs will need for the upcoming 4-H year. (These are handed out at the Achievement Night Program in October).

The Farm Safety 4 Just Kids day camp is also organized and orchestrated this month.

October

Achievement Program is generally held in October. With the help of agents does the program handouts, organizes boxes of materials for each of the general leaders and gathers awards and equipment, supplies, etc., that might be necessary.

The seedling tree program begins. Information on the program is sent to the county office by the CSU Forest Service. The AA types up news articles, distributes order forms as requested, keeps all records of tree orders as they come in. Sends in weekly orders. Keeps records on amounts due.

November

Enrollments begin for the upcoming 4-H year. Train volunteers and 4-H families in the 4-H enrollment software used in 4-H Online.

December

Things are slowing down somewhat and filing, bulletins and general office management are caught up.