

DODGE COUNTY

TITLE: 4-H Summer Program Assistant/EXTENSION OFFICE

BAND	GRADE	SUBGRADE
DIVISION: Extension Office	ACCOUNTABLE TO: Dodge County 4-H Program Coordinator	CLASS CODE: Non-Exempt
PRIMARY LOCATION: Mantorville	NORMAL HOURS: 25 hours per week for 10 weeks; more hours during County Fair	DATE OF LAST REVISION: 4/13/16

JOB PURPOSE:
Responsible for planning and coordinating day camps and summer program in communities throughout Dodge County. Will assist with planning and organizing other county wide 4-H events and county fair activities. Responsibilities include working with other staff members to help ensure policies and program guidelines are being followed. Additionally, this person is responsible to set a good example, be a positive role model and promote activities for youth development, project enhancement, self-image enrichment and self-concept awareness.

Duty No.	Essential Duties	Frequency	B/G
1.	Plan activities for 8 to10 day camps that have been scheduled through out the county. Order needed supplies, organize and make samples of activities to be used at the day camps.		
2.	Be creative, innovative and develop, maintain and utilize a positive and enthusiastic attitude with the Dodge County 4-H club members and volunteers who facilitate day camps, project days and fair activities so that it can be a positive experience for all participants.		
3.	Assist with other summer programs such as project days and some activities at the Dodge County Fair.		
4.	Help with office duties in the Extension Office throughout the summer for all summer programming.		

DODGE COUNTY

TITLE: Administrative Assistant-Extension

MINIMUM QUALIFICATIONS:

Desired Education and Experience:

- High School Graduate or equivalent.
- Experience working with children.

Credentials, Licenses, or Designations:

- Valid Minnesota driver's license.
- Submit to a criminal background check.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

- Must be able to work flexible hours
- Must have prior experience as a 4-H youth or adult leader.
- Demonstrated knowledge of office procedures and practices.
- Demonstrated knowledge of business English, spelling, and business math.
- Must be able to format on Word and or Publisher, instruction sheets, flyers, letters and other informational documents.
- Demonstrated proficiency and skill in the use of a computer/word processor with working knowledge of: Word for Windows, Excel, Power Point, plus E-Mail and other productivity software.
- Demonstrated proficiency to organize work efficiently and effectively.
- Demonstrated proficiency to develop work methods and procedures to attain desired results.
- Demonstrated ability to learn office equipment operation quickly.
- Demonstrated ability to provide office support/coordination for volunteers and groups.
- Demonstrated ability to use office equipment.

CORE COMPETENCIES OF POSITION:

- Knowledge of Work Rules. Develops and maintains a thorough working knowledge of all department and applicable jurisdictional policies and procedures in order to help facilitate compliance with such policies and procedures by all staff members.
- Commitment to the Work Group. Develops respectful, cooperative and productive work relationships with co-workers, including the demonstrated willingness to help newer staff so their respective job responsibilities can be performed with confidence as quickly as possible.
- Commitment to Customer Service. Demonstrates by personal example the service quality and integrity expected from all staff members. Represent Dodge County in a professional manner to the general public, employees and other outside contact/constituencies in a manner that helps maintain and enhance Dodge County's reputation as well managed and

DODGE COUNTY

TITLE: Administrative Assistant-Extension

citizen oriented.

- Communication. Confer regularly with and keep one's immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which they are accountable.
- Productivity and Work Organization. Demonstrates ability to plan, organize and accomplish work in a timely and effective manner. Report to work location on time and on a regular basis.
- Problem Solving and Decision Making. Exercise good judgment in problem solving, analytical thinking, and independent thinking as it relates to departmental and County procedures, problems, and policy interpretations.
- Safety Rules and Procedures. Know and observe the safety policies and procedures of the County. Perform tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

ACCESS TO NOT PUBLIC DATA:

The employee in this position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13.

PHYSICAL ACTIVITIES/REQUIREMENTS:

Skill in vision in order to perform computer and general clerical duties adequately.

Skill in manual dexterity and grasping in order to use computers and other office equipment and in filing.

Skill in talking in order to communicate verbally with others over the phone and in person on a regular and frequent basis.

Ability to place and retrieve literature and packages on shelves six feet high.

Medium work which may include occasional lifting of up to 40 lbs.

Position may include long periods of sitting and some bending and stooping.

SAFETY POLICY:

It is the responsibility of every employee of Dodge County to know and observe the safety policies and procedures of the County. Each employee is expected to perform tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

DODGE COUNTY

TITLE: Administrative Assistant-Extension

MISCELLANEOUS INFORMATION:

The employee may be required to perform other related duties as assigned.

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

2	hours a day sitting
2	hours a day standing
1	hours a day walking
0	hours a day kneeling
0	hours a day stooping
.5	miles a day walked
0	feet climbed using a ladder
0	feet climbed on an incline
0	feet climbed using stairs

Section B

The physical effort requirements of this job are

# of pounds lifted	
50	pounds lifted waist high
30	pounds lifted shoulder high
15	pounds lifted above the head
30	pounds are carried alone
50	pounds are carried with someone else
50	distance weight must be carried (feet)
50	pounds are pushed
30	pounds are pulled
30	pounds are held

Section C

The physical dexterity requirements of this job are to operate:

X	a telephone
X	Computer/electronic equipment
X	hand tools
X	Electric tools
X	Manipulate small objects

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
X		see
	X	distinguish colors
X		hear or listen
	X	taste
	X	smell
	X	touch
X		speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

X	reading		Analyzing data
X	writing	X	Searching for solutions
X	basic arithmetic		Creating methodologies
	mathematics		Conducting research
	weighing and/or measuring	X	Managing resources
X	visualizing conclusions		Evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are (complete all that apply):

1	hours a day spent working under time pressure
2	hours a day spent working rapidly
60	% of time spent indoors
40	% of time spent outdoors
5	% of time spent in an automotive vehicle
60	% of time spent at a desk, bench or window
60	% of time spent in an office or control room

X	The condition of the air is clean (controlled)
X	The condition of the air is normal/average
	The condition of the air is dusty/dirty
X	The condition of the air is wet/humid
	The condition of the air is affected by fumes, smoke etc.

X	The noise level is normal
	The noise level is loud, requiring ear protection
X	The surface of the working environment is level
	The surface of the working environment is sloping
X	The surface of the working environment is uneven
	The surface of the working environment is slippery

Part V: Additional Comments: