

Job Opening

Posted 4.18.19

Location: Purdue Extension – Whitley County Office, 115 South Line St, Columbia City

Title: Office Manager

Position: Whitley County employee.

*September 1 - 30. Part-time. 29.5 hours per week. No benefits.

*October 1 position becomes full time. 90 days probation.

Hours: Monday – Friday. 8am – 4:30pm. 37.5 hours per week

Pay: Compensation based on job classification and experience. Medical and leave benefits.

Mileage reimbursed for business travel at county rate.

Job Responsibilities:

This position will be part of a team committed to enhancing the Purdue Extension – Whitley County program. The successful candidate will have responsibilities focused on the Health and Human Sciences and Agriculture and Natural Resources programs and all office financials. This individual will work closely with Extension Educators, office staff and volunteers. Responsibilities include:

*Communicate and support Purdue Extension philosophy, mission and values through participating in programs and activities.

*Work with Extension Educators to develop, implement and deliver Extension programming.

*Maintain records for partnering organizations, such as Master Gardeners and Whitley County

Extension Homemakers

*Prepares and processes all financial transactions using Quicken accounting program.

Education preferred: 2 years post-high school education

Experience preferred: 5 years of applicable experience

Skills required:

*Must be a team player

*Demonstrate ability to develop and maintain positive relationships with a diverse audience of internal and external stakeholders, while maintaining program integrity

*Ability to effectively use technology, which includes: website development; Microsoft programs, such as Publisher, Word, Excel, PowerPoint and Outlook; and office equipment such as: copy machine, fax machine, postage meter, folding machine and laminator

*Ability to work with minimal supervision, including prioritizing workloads to meet deadlines

*Must be a skilled bookkeeper and ability to use Quicken accounting program

*Must be skilled in secretarial functions, such as processing mail; maintaining appointment book, computer databases, office equipment and supply inventory

Qualifications:

*Knowledge of or experience with Purdue Extension programs

*Must have a valid driver's license

*Must subject to a drug test and background check

Applications:

*Available at: 115 South Line Street, Columbia City; or 260-244-7615 or 260-625-3313;

www.purdue.edu/whitley; cbarnett@purdue.edu or www.whitleygov.com

*Applications with resume will be accepted until job filled.

*Interviews will be held in June.

For more information:

Cindy Barnett, County Extension Director, cbarnett@purdue.edu, 260-244-7615 or 260-625-3313,

<http://www.purdue.extension/whitley> or <http://www.whitleygov.com>.

Whitley County Government is an Equal Opportunity Employer.