



### NATRONA COUNTY JOB DESCRIPTION

<b>TITLE:</b> Administrative Float Assistant / Fair Secretary	<b>EMPLOYMENT STATUS:</b>  <div style="border: 1px solid black; padding: 2px; display: inline-block;">AT-WILL EMPLOYEE</div>  FLSA Non-exempt / Permanent Part-time Employee  Regular hours worked: 16-20/week Winter 32 Hr/ week Summer
<b>DEPARTMENT:</b> UW Extension/ Natrona County	
<b>SUPERVISOR:</b> Extension Coordinator/ Fair Mngr.	
Revised: 11/15/19 THIS JOB DESCRIPTION MAY BE CHANGED WITHOUT PRIOR NOTICE.	

#### SUMMARY:

Administrative Float Assistant must fill in for workload assignments and staff absences as directed by Extension Coordinator. Fair Secretary responsibility includes preparing for and assisting Extension Educators and Fair Staff in conducting the Central Wyoming Fair. Position assists Coordinator, clients, 4-H participants and potential participants ("Participants"), UW Extension Educators ("Educators"), CWC Fair Staff and Program volunteers ("Volunteers"); provide information management and clerical support for the UW Extension Office ("Office"), Coordinator, and Educators to maximize Office efficiency and the effectiveness of UW Extension program activities and events ("Programs") as directed.

#### ESSENTIAL FUNCTIONS:

1. Greet and assist office visitors, Participants, Educators, and Volunteers.
2. Answer phone and assist callers when assigned.
3. Operate computer; use a variety of software including, but not limited to, Access, Excel, Word, Showworks, use social media to promote Programs.
4. File correspondence, Program materials, and other documents.
5. Prepare and distribute correspondence, media releases, brochures, and other announcements as needed or directed.
6. Assist in developing, organizing, conducting, and evaluating Programs.
7. Research, order, track and prepare Program materials requested by Educators.
8. Solicit and verify judges for Central Wyoming Fair.
9. Track Fair participation and assist in preparing impact and other reports.
10. Report to Central Wyoming Fairboard and Staff at their regular meetings.
11. Take and post minutes of CWC Show Committee functions and actions.
12. Maintain databases; maintain contact lists and Participant information in a confidential manner.
13. Understand and follow instructions and both Natrona County and UW policies.

#### NONESSENTIAL FUNCTIONS:

1. Promote effective communication between Educators, Participants, Volunteers, and other entities.
2. Maintain calendar for workload, room use, vehicle use, and Programs.
3. Collaborate with Educators and Fair staff to update annual Fair Book.



4. Receive and distribute mail and process outgoing mail.
5. Track, order, and store office supplies.
6. Maintain workspace and materials in a professional manner.
7. Identify and refer office maintenance needs and repairs to the Natrona County Building Manager.

#### **WORKING CONDITIONS:**

Office within Natrona County University of Wyoming Agriculture Resource and Learning Center with approximately 9-13 employees and typical office furnishings and equipment; on-site visits to a variety of locations; intermittent busy and loud environment both inside and outside; communication via phone, electronically, and in person; interaction with hundreds of youth, parents, and volunteers; regular interaction with UW Extension peers, vendors, and other entities; work near animals; work near a variety of Programs; off-site training.

#### **PHYSICAL & MENTAL DEMANDS:**

1. Approximately 70% of the time, remain in a primarily stationary position operating a computer, printer, scanner, telephone, and other office equipment.
2. Access and move files, office supplies, and equipment; move up to 25 pounds.
3. Access and move Program materials from storage areas to Program locations which include onsite, offsite, inside, and outside locations.
4. Establish priorities based on tasks and projects assigned by Extension Coordinator and Fair Manager.
5. Exchange information and explain policies and procedures.
6. Implement and maintain electronic and physical filing systems, so Educators and Fair Staff can access Program materials and other Office resources.
7. Meet deadlines; solve problems independently and/or with others to meet deadlines.

#### **POSITION SPECIFICS:**

From September 1 to May 31 each year this position serves as Administrative Float Assistant on assignments from the Extension Coordinator 16-20 hours per week and 4 hours per week on Fair Secretary Duties. This may include covering the roles of other Administrative Assistants during their absence or simply providing additional project manpower during times of need.

From June 1 – August 30 this position is focused on Fair Secretary duties 32 hours per week and may have other small assignments.

Scheduling will strive to be as consistent as possible except when covering absences. Position is housed at Natrona County Extension but works for Extension and CWC Fair Board who are in collaboration. Hours/ time for Extension and Fair Board will be processed by each department respectively.