



## **CUSTER COUNTY, COLORADO**

205 S. 6<sup>th</sup> Street, PO Box 150  
Westcliffe, CO 81252

### **JOB DESCRIPTION**

**Job Title:**

**Custer County Extension Office Administrative  
Assistant/4-H Coordinator**

**Introductory Period: 6 months**

**FLSA Status: Non-Exempt**

The following statements are illustrative of the duties and responsibilities of the position. Custer County retains the right to change the duties and responsibilities of the position.

#### **JOB SUMMARY**

**The Extension Office Administrator/4-H Coordinator will extend excellent customer service to county residents, 4-H members, parents, and volunteers. Provide administrative support to the Extension Director for all extension, educational, and 4-H programs. Manage the daily office functions and provide resources and referrals to the public as requested. Maintain financial records and help assure compliance with Custer County and CSU Office of Extension policies.**

#### **ESSENTIAL FUNCTIONS**

**Grow an exceptional 4-H program by coordinating youth, volunteers, and extension staff to deliver research based educational programming in addition to the traditional 4-H program. Learn and master the 4-H state and national program interface and fair entry system.**

**Coordinate and facilitate meetings with the Extension Director and Fair Board to maintain/improve/create processes and timelines for the best possible Custer County Fair experience for our youth and families. Manage and maintain the Custer County Fair Book.**

**Manage 4-H financial records to ensure budget compliance.**

**Execute a communication strategy for volunteers, parents and youth which may include electronic communications, newsletters, social media, and face to face contacts.**

**Maintain a positive, professional and welcoming office environment.**

**Develop and implement a comprehensive volunteer recruitment and retention program.**

**Embrace and adapt to the ever-changing priorities and requirements in the work of CSU and Custer County Extension.**



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#### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of basic office equipment and various business-related software is required. Knowledge of and experience with 4-H is preferred.**

**This position requires a self-starter who can work without constant supervision and manage interruptions while setting priorities. A strong work ethic, clear communication and positive customer service skills are highly valued. Excellent problem-solving and organizational skills are necessary.**

**The ability to complete tasks and meet deadlines is required. The ability to work as a team member and thrive independently is essential. The ability to adhere to State, County, and CSU policies and procedures is required.**

**The ability to work with and around animals is necessary.**

#### **TOOLS & EQUIPMENT USED**

The duties of this position require the use of standardized office equipment including but not limited to – desk top computer and associated software. Many other tools and equipment may be used while delivering 4-H programs and assisting with Custer County Fair events and activities.

#### **WORKING ENVIROMENT**

The duties will most often be handled in an office environment. Daily interactions with staff, 4-H families and members, the public in person and via phone and email. During the Custer County Fair week work is conducted from the Custer County Fair Grounds. Historically, 80-100 working hours is accurate for Fair Week and the conditions are most often hot and dusty with occasional afternoon rain.

The work environment characteristics described herein are representative of those employees may encounter while performing the essential functions of the position. Reasonable accommodation may be made to enable qualified individuals with a disability to perform the essential functions of the position.

The noise level in the work environment is usually moderately quiet.

#### **PHYSICAL DEMANDS**

The physical demands of the position must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to sit, talk and hear and is frequently required to stand, walk, and use hands to finger dexterity to perform clerical functions of the position. The employee is occasionally required to reach with hands and arms, and



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must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and /or move up to 50 pounds. Accommodations can be negotiated for physically challenged applicants.

Specific vision abilities required by this position, ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision and near and far vision.

The employee is frequently required to manipulate office and similar other equipment, tools and materials; and to participate in routine conversation in person or via telephone. This position is occasionally required to stoop, kneel/bending crouching, crawling, twisting, and reaching.

#### **MINIMUM EDUCATION / EXPERIENCE REQUIRED:**

High School Diploma. Vocational Certificate or Associate's degree is preferred. Related experience and/or training; or equivalent combination that relates to customer service and generating documents is preferred.

#### **LICENSE OR CERTIFICATION REQUIRED:**

Current Driver's License as travel may be required. Background check for Colorado 4-H is required.

*All job descriptions have been reviewed to ensure only the essential functions and basic duties have been included. Peripheral tasks, only incidental related to each position, have been included. Requirements, skills and abilities included have been determined to be minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.*

*In accordance with Americans with Disabilities Act (ADA), it is possible requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the position change.*

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Employee Signature

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Date