

COUNTY OF LEELANAU  
JOB DESCRIPTION

**MSU Extension On-Site Office Manager**

Supervised by: MSU Extension District Coordinator  
Supervises: Part-time Secretary  
FLSA: Non-Exempt

**General Summary:**

Primary function of this job is to provide on-site supervision of the Leelanau County MSU Extension Office and office support staff. Provides advanced, complex, and varied administrative and technical support for the department under the direction of the off-site MSU Extension District Coordinator. This will include assisting in the preparation and monitoring of the department's budget.

**Primary Duties and Responsibilities:**

- Acts as a first line, on-site supervisor for designated County staff within the department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with the Department's and County's objectives.
- Processes, compiles, researches, and analyzes complex information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software, within established procedures.
- Enters, verifies, and reconciles complex information and data. Develops spreadsheets, databases, or reports.
- Obtains and supplies information requiring the application of policies and procedures to specific circumstances, both for the employees and the public.
- Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing.
- Performs a variety of specialized research and reporting in assigned areas of responsibility and resolves related discrepancies or erroneous data to ensure compliance with established rules, court orders, policies, and laws.
- Sorts, files, and maintains materials and filing systems (traditional and electronic), retrieves materials, and keeps an accurate record of file movement and management.
- Assists MSU Extension District Coordinator with the records retention and management of the federal Civil Rights compliance file for Leelanau County.
- Interprets and assists MSU Extension District Coordinator in the compliance of and drafting of County and Departmental policies and procedures.

- Assists MSU Extension District Coordinator in the preparation and monitoring of the Department's budget, and identifies and reports potential financial overruns and variances at an early stage.
- Coordinates, attends, and represents the Department and the MSU Extension District Coordinator at meetings when necessary.
- Coordinates and monitors the completion of specialized, time-sensitive projects.
- Monitors and maintains appropriate levels of supplies and materials in support of department operations and activities.
- Schedules and maintains a Department calendar.
- Provides leadership for the updating and maintenance of Leelanau County MSU Extension's online, web-based presence.
- Performs advanced mathematical calculations to balance, reconcile, and maintain MSU Extension records.
- Any other duties as assigned by the MSU Extension District Coordinator.

**Education, Formal Training, and Experience (minimum requirements):**

- Graduation from High School, or G.E.D.
- Four to six years directly related and progressively responsible experience.
- College level coursework or professional development training in related disciplines.

**Education, Formal Training, and Experience (minimum requirements):**

- Proficiency in English grammar, spelling, punctuation, and complex accounting/mathematical functions.
- Knowledge of generally accepted accounting and bookkeeping principles.
- Advanced knowledge related to the Department's functions, and general County operation and organization.
- Ability to detect errors, determines causes, and makes corrections as appropriate.
- Skilled in operation of modern office equipment, such as computers, facsimile machines, copiers, scanners, and telephones.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, coworkers, direct reports, and supervisors.
- Ability to represent Leelanau County MSU Extension professionally.
- Knowledge of basic supervisory and employee management principles.
- Knowledge of employee rights, protections, and avenues for appeal.

- Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employees.
- Skilled in assigning, prioritizing, monitoring, and reviewing work assignments.
- Skilled in mentoring and training new employees.
- Skilled in anticipating potential personnel issues and taking appropriate action in coordination with MSU Extension District Coordinator.
- Ability to understand managerial policies and prioritize needs of unit.
- Ability to work without direct daily supervision and to work with and communicate with MSU Extension District Coordinator through a variety of mediums.
- Ability to use County and MSU Extension resources effectively and efficiently.