

**INGHAM COUNTY  
JOB DESCRIPTION**

**OFFICE COORDINATOR-MSU EXTENSION**

**General Summary**

Under the supervision of the MSU Extension Director, serves as lead worker for clerical support staff including coordinating, assigning, and reviewing work assignments. Maintains department accounting records and prepares financial reports and budget information related to MSU Extension. Provides secretarial support to the Director. As authorized by the Director, signs reports, documents, clientele responses, personnel forms, and budget information.

**Essential Functions**

1. Keeps the financial records for the department. Accounts for all money received, processes vouchers and checks for payment, maintains budget expenditure records, and prepares required financial reports. Assists the Director in monitoring revenues and expenditures and provides monthly updates on account balances. Coordinates the preparation of the department budget request and statistical and accounting analysis and reports for all staff as required.
2. Assists the Director with administrative functions including clerical support such as compiling data and information and preparing letters and other communication which may be of a confidential nature. Assists with the preparation of resolutions and various reports and communications for presentation to the Board of Commissioners.
3. Facilitates effective inter-office communications and decision making through regular meetings with clerical staff and other departmental employees. Acts as liaison for MSU Extension to other County departments and to MSU staff and departments.
4. Assists with the coordination of external department communications including department web page development and preparing newsletters, news releases, promotional materials, and various informational flyers.
5. Maintains county employee personnel files, preparing personnel forms and records for the department such as time cards, PAR forms, and insurance forms. Schedules and assists with job interviews and usual processing procedures. Trains and orients new clerical staff and assists with orienting programming staff. Encourages staff development.
6. Assists in the administration of grants by serving as the fiduciary of numerous grants including issuing payments, processing monthly reports, and final report analysis.
7. Receives and processes samples from the general public of soil, insects, and plants. Obtains accurate and complete information for each sample, collects appropriate fee, and prepares sample for forwarding to test site.

**OFFICE COORDINATOR-MSU EXTENSION (12/7/00)**

Page 2

8. Distributes appropriate technical information bulletins to office and telephone callers as requested. Maintains supply of bulletins for distribution to the general public.
9. Maintains the MSU Extension's web site.

**Other Functions**

10. None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

**Employment Qualifications**

**Education:** High school graduation with one year of college level business related courses.

**Experience:** Two years of accounting related experience.

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and access information in the computer.  
Kneeling, bending, and crouching to access office files.

**Working Conditions:**

Works in office conditions.