

## Job Vacancy Notice

**Job Title:** Office Manager

**Department:** Texas A&M AgriLife Extension – Rusk County

### Basic Job Qualifications:

High school graduate, be able to read and write English fluently. Must be able to work 40 hours per week. Be able to sit, stand and lift 40 pounds. Must be able to pass a drug test. May be required to work additional hours as designated by the Department Head. Must be proficient in MS Office products (Excel, MS Word, etc.); must be able to learn to navigate Texas A&M University and Rusk County computer system. Must be able to work with constant interruptions in an open office setting. Must be an organized individual with an eagerness to learn, and have the ability to multitask while maintaining a courteous and professional attitude with both customers and co-workers.

### Description:

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Arrange and schedule conference rooms for multiple organizations.
- Schedule meetings, and travel reservations for office personnel.
- Complete monthly reports; travel reimbursement forms in accordance with assigned agents and submit to appropriate county offices.
- Receive weekly news clippings and other Extension promotional information in daily paper and media outlets to send to appropriate agent's supervisors.
- Compose, type, and distribute weekly staff meeting notes, routine correspondence, and reports.
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Mail newsletters, promotional material, and other information as directed by agents.
- Make copies of correspondence and other printed material. Replenish educational materials as needed.
- Route and distribute incoming mail and other material and prepare answers to routine letters as needed.
- Schedule and confirm appointments for clients, customers, or supervisors.

- Set up and maintain paper and electronic filing systems for records, correspondence, and other material for central files.
- Collect and disburse program funds for 4-H; Agricultural and Family Community Health, Master Gardener; and Texas Extension Education Association.
- Conduct searches to find needed information, using such sources as the Internet.
- Learn to operate new office technologies as they are developed and implemented by district and state office.
- Maintain computer inventory log on new and retired equipment.
- Manage projects, and contribute to committee and teamwork.
- Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
- Work with Better Living for Texans (BLT) program to process purchase orders; compose program fliers; and educational materials.
- Work with County Coordinator to maintain monthly department budget.
- Order track and dispense office supplies.
- Provide training and orientation to new staff as needed.
- Be familiar with office equipment such as fax machines, copiers, phone systems, etc.
- Manage office information bulletin board.
- Receive 4-H entries, money, and copy and prepare for mailing and online submission.
- Maintain 4-H e-mail blast list.
- Update 4-H media outlets; Facebook, Rusk County Agri-Life web page

Interested applicants may submit resumes by e-mail to:  
[liz.buckner@ag.tamu.edu](mailto:liz.buckner@ag.tamu.edu)

or to:  
 Texas A&M AgriLife Extension-Rusk County  
 ATTEN: Liz Buckner Cross  
 113 East Fordall Street  
 Henderson, Texas

Liz Buckner Cross  
 Liz Buckner Cross  
 County Extension Agent-FCH  
 Rusk County, Texas

January 29, 2025  
 Date