

Job Title

Office Professional

Johnson County K-State Research and Extension, Olathe, KS

Full Time

Job Description

Position Summary

We are seeking a detail-oriented and organized Office Professional to join our team. This position is responsible for greeting, welcoming and directing the public and visitors to the appropriate individual, event or information. In addition, this role serves as the office professional support for the horticulture program, performing office administrative duties. The Office Professional will handle a variety of tasks to support daily operations and contribute to the overall efficiency of the workplace.

Job Requirements

Primary Responsibilities:

- Office
 - Greet visitors.
 - Answer and direct calls.
 - Respond to routine requests from the public and clients.
 - Prepare and distribute paper and electronic materials.
 - Sales and receipt tracking
- Horticulture
 - Member of the horticulture team which includes two horticulture Agents, Extension Master Gardener (EMG) coordinator, and horticulture assistant.
 - Prepare and distribute paper and electronic materials for horticulture programs.
 - Process class and event registrations utilizing online software.
 - Prepare routine documents, logs, reports, etc. Sort and file materials.
 - Maintain databases, mailing lists and listservs.
 - Edit and design written materials for print media and promotion.
 - Work closely with EMG volunteers to help schedule and support program activities.
- Perform other duties as assigned.

Knowledge, Skills and Experience:

- Customer service focused. Must enjoy working with the public and exhibit grace under pressure.
- Excellent communication skills, written, verbal and interpersonal.
- Learn quickly, follow instructions, multi-task with good time-management skills and attention to detail. Strong organizational skills required.
- Writing, spelling, grammar and basic math. Ability to edit educational materials.
- Operate general office equipment and personal computers.
- Familiarity with Constant Contact, Canva, and website editing.
- Proficient in Microsoft Office suites, including Excel, Publisher and Outlook.
- Word processing, spreadsheet and database in a PC environment.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality.

Requirements:

Education and Experience

- High school diploma. Additional educational training a plus.
- Minimum of 2 years professional experience working in an office environment.

Preferred:

- Bilingual (English/Spanish)
- Horticulture experience/knowledge

Work duties are primarily sedentary and will be performed at a desk or in an office environment. Work may require some repetitive movement of the arms and hands. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events. Successful applicants should enjoy horticulture, gardening and maintain a friendly attitude while interacting with people.

BENEFITS

Salary: This is a full-time exempt position. Salary will be set by the Johnson County Extension Board. The salary range is \$43,000-\$46,000. The employer will contribute a Social Security benefit according to the employer's share of the salary each month to the Social Security Administration. Pay periods will be monthly. Benefits include paid sick, holiday and vacation time off, retirement benefits, optional medical, dental, and vision insurance including healthcare savings accounts.

In partnership together

Working Hours: The employee will work during the standard business hours of the office. Due to the nature of the position, there may be times when the employee will need to work alternative hours.

Retirement: The employee has mandatory enrollment in KPERS (Kansas Public Employees Retirement System). The employer matches employee contributions in accordance with KPERS policy.

Health Insurance: Johnson County Extension Council participates in the Kansas State Employee Health Plan if the employee chooses to enroll. The cost of the plan is shared between the employer and employee.

Holidays: Paid holidays are in accordance with Johnson County government holiday calendar.

Leave: Annual leave (vacation and sick) is accumulated in accordance with Extension Council policy. Currently, employment up to five years, earns one day annual leave per month for a maximum of 12 days per year. Currently sick leave is generally accumulated at a rate of one day per month.

Bereavement Leave, Court Leave, Military Leave and Family Medical Leave Act (FMLA) benefits are available to the employee.

EQUAL EMPLOYMENT OPPORTUNITY K-State Research and Extension Johnson County is an equal opportunity provider and employer.

To Apply:

Send cover letter and resume to tara.markley@jocogov.org by July 26, 2024.

If you have questions, you may call 913-715-7000.

K-State Research and Extension is committed to making its services, activities, and programs accessible to all participants. If you have special requirements due to a physical, vision, or hearing disability, please contact our office. K-State Research and Extension is an equal opportunity provider and employer.