

**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF ORANGE COUNTY
STAFF POSITION DESCRIPTION**

Current Incumbent:

Date Written/Revised: 10/24/2021

CCE Classification Job Title: Association Administrative Assistant II

Position #:

Working Title: Association Administrative Assistant

FTE: 1

Reason: ☐ New Position ☒ Revision

FLSA: ☐ Exempt ☒ Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Maire Ullrich, Association Issue Leader

Position(s) Supervised / Direct Reports None.

Volunteer Supervision: ☐ Yes, ☒ No

POSITION SUMMARY:

Provide secretarial/clerical/administrative support for program area educators and program assistants. Work involves diversified duties requiring extensive knowledge of the job function including: word processing, spread sheets, data management and computer presentations. Perform general typing/word processing of correspondence, manuscripts, reports, office forms, etc. Provide typing/word processing of variety of letters, brochures, technical papers, and manuscripts that possibly require familiarity with technical technology; use software functions to edit, format, produce and display. Use worksheets and databases for data entry. Individual will be expected to provide customer service to volunteers, producers, and clerical support to educational programs. Within the limits of standard or accepted practice requires the use of judgment in analyzing facts and circumstances surrounding work situations, problems or transactions; and in determining action to be taken working with Issue Leader. May assist the Agriculture Issue Leader with administrative work.

REQUIRED QUALIFICATIONS:

- High School Diploma or equivalent education.
- Two years of experience as Administrative Assistant or equivalent.
- Strong computer skills, including Word, Excel, Access, Power Point, Outlook;
- Excellent organizational skills and attention to detail
- Ability to work independently and meet deadlines
- Ability to work as a team member
- Ability to meet travel requirements associated with this position.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.
- Ability to communicate effectively through oral, written and visual channels using traditional methods as well as electronic technology.
- Ability to effectively and efficiently solve problems.
- Must demonstrate a high degree of accuracy, integrity, and the ability to handle confidential and sensitive information.
- Ability to meet acceptable background check standards and motor vehicle check, as required.

SUBJECT MATTER/BACKGROUND: (Program job family only.)

- | | |
|--|--|
| ☐ Agriculture and Food Systems | ☐ Community and Economic Vitality |
| ☐ Nutrition, Food Safety & Security and Obesity Prevention | ☐ 4H Youth Development and Children, Youth and Families |
| ☐ Environment and Natural Resources, Sustainable Energy, and Climate Change | ☐ Nutrition |
| | ☒ Other |

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**Administrative Responsibilities:**

Coordination/Operation	95%
• Provide technical word processing/spreadsheet/database/data management expertise utilizing WORD, Excel, Access, Outlook and others as needed. • Initiate and compose correspondence requiring grant and project reporting, staff input, familiarity and discretion, acquiring the acceptable approvals and disbursing in a timely manner. • Assist with preparation of grants, project plans, financial claims and other stakeholder source documents/reports. • Assist with handling correspondence, contracts, repetitive/time-consuming tasks and cross-project duties such as data entry of participant records, preparing vouchers for finance department, correspondence between vendors, press releases, meeting sets ups, ordering supplies, etc. • Create and submit special reports and projects as assigned. • Retrieve data necessary for federal, local and state reports. • Conduct meeting arrangements and tasks including space arrangements, logistics, minutes and follow-up actions, in concert with other administrative staff providing coverage of the variety of meetings and events of the Agriculture program area. • Assist program staff with layout work for program events, flyers, newsletters. • Assist in preparation of program support material as requested by Supervisor. • Serve as data and administrative information source to staff. • Act as administrative liaison with agencies and offices, utilizing existing resources and/or established procedures. • Provide backup and support for Association Receptionist, when requested/as scheduled.	

Professional Improvement and Other Duties as Assigned	5%
• In cooperation with Supervisor and/or Executive Director, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes in programming and association priorities. • Collaborate in activities that are in general support of Cornell Cooperative Extension including but not limited to attendance at staff meetings, timely reporting of expenses, working with other staff, general marketing of Extension programs and other duties as assigned.	

Health and Safety	Applies to all duties and functions
• Support the association to maintain a safe working environment. • Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policy/procedure/requirement and standard. • Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.	

EEO/EPO and Policy	Applies to all duties and functions
• Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public. • Assist the Cornell Cooperative Extension system in reaching out to diverse audiences. • Aware of, and adheres to, established Cornell Cooperative Extension Association of Orange County policies and procedures, and Skills for Success. • Contribute to the overall success of the organization by performing all assigned duties in a professional, timely, and accurate manner.	

CCE Admin HR approved 10-25-2021.

Equal Opportunity Employment
Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO,
Protected Veterans, and Individuals with Disabilities.

SKILLS FOR SUCCESS

(The following skills are essential for individual and organizational success.)

As a member of Cornell Cooperative Extension I...

Health and Safety

- Support the Association to maintain a safe working environment.
- Be familiar and strive to follow any applicable federal, state, local regulations, Association health and safety policies, procedures, requirements or standards.
- Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

Interact with integrity...So people are respected and engaged.

- Be honest and trustworthy, demonstrate high standards of personal conduct.
- Have a positive attitude.
- Involve others as appropriate when outcomes impact their work.
- Be diplomatic in your interactions with customers and stakeholders.
- Admit your mistakes and learn from them.
- Acknowledge the support and contributions of others.

Contribute positively to an inclusive environment...So people feel like they belong.

- Communicate across difference to create a collaborative, collegial, and caring community.
- Be cooperative, open and welcoming to all.
- Show respect, compassion and empathy for others, even in difficult situations.
- Engage and support others regardless of background or perspective.
- Speak up when others are being excluded or treated inappropriately.
- Actively support work-life integration.

Support the organization's shared vision and mission...I am trusted to move the Association and team goals forward.

- Show commitment to the Association's goals in delivering results.
- Anticipate, embrace, promote and implement change.
- Balance short-term gains with long-term vision.
- Be open and receptive to new information, ideas and approaches.
- Be adaptable, modify your preferred way of doing things when it benefits the whole.
- Support ideas, solutions and changes to processes to ensure high quality outcomes.

Communicate clearly and consistently...So people are informed and heard.

- Seek to understand and then to be understood.
- Demonstrate active listening skills.
- Express thoughts clearly, both verbally and in writing.
- Share knowledge and information.
- Give, receive and act upon helpful and timely feedback.

Act and take initiative...I take ownership of my work and results.

- Adopt a culture of sustainability and efficiency.
- Strive to develop and implement best practices
- Take responsible risks to innovate seeking advancements in products, processes, services, technologies or ideas.

FOR EACH FACTOR BELOW, CHOOSE THE PHRASE THAT BEST FITS THE CHARACTERISTICS OF THIS POSITION:

Scope of Impact of the Position: Limited - immediate group/program

Interaction within Association: Assist others; provide/obtain cooperation

Interaction with Volunteers: Provide information

Interaction Outside Association: Conduct straightforward business; provide information

Complexity of Supervision to employees: None - No responsibility for others

Complexity of Work: Limited - Predominantly follows established procedures, policy; makes routine decisions within prescribed limits

Level of decision-making activity: Low - Within program/functional area

Supervision Received: Substantial - Detailed instructions or guided by standard policy/procedures

Support Skills-Writing: Low - Usually issues standard responses

Support Skills-Computer: Moderate - Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis

WORKING CONDITIONS:

Essential Physical Requirements*: Typically lifts less than 10 lbs

Visual: Close concentration

Hazards: Limited exposure

** Check applicable level after considering reasonable accommodations*

OPTIONAL:

SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Association Executive Director Signature

Date

SKILLS FOR SUCCESS

(The following skills are essential for individual and organizational success.)

- Identify opportunities in challenges and show initiative.
- Reach out in a timely and responsive manner to resolve problems and conflicts.
- Anticipate and adapt to changing priorities and additional demands.

Display sound judgment in problem solving...People seek me out to find solutions to deliver results.

- Exercise sound judgment to make decisions and meet deliverables.
- Assess environment, economic, compliance and social impacts in decision-making.
- Demonstrate innovative, creative and informed risk taking.
- Apply analytic thinking, data and metrics to synthesize complex information.
- Anticipate obstacles and generate alternatives.
- Negotiate to find and orchestrate win-win solutions.

Proactively seek self-development and coaching opportunities...People see my commitment and passion to continuously develop.

- Be self-aware.
- Work to continuously learn and improve.
- Take measures to ensure personal well-being and balance.
- Seek and act upon performance feedback.
- Apply learning to evolving assignments.
- Actively manage your career.
- Encourage others to develop themselves.

Job Skills

- Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks.
- Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge.
- Understands, interprets and applies regulations, policies and contracts to deliver effective results.
- Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables.