

1 RESOLUTION NO. _____
2

3 **Resolution to Abolish the Position of *Administrative Secretary III* and**
4 **Create the Position of *University of Wisconsin ("UW") Extension Lead***
5

6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
7

8 **WHEREAS**, the Dodge County UW-Extension Education Committee has studied and
9 analyzed staffing needs at the Dodge County UW-Extension Department; and,
10

11 **WHEREAS**, as a result of these studies and analyses, the UW-Extension Education
12 Committee recommends that the Dodge County Board of Supervisors abolish one full-time, benefited
13 position of *Administrative Secretary III* in the UW-Extension Department, effective August 21, 2019;
14 and,
15

16 **WHEREAS**, as a result of these studies and analyses, the UW-Extension Education
17 Committee also recommends that the Dodge County Board of Supervisors create one new, full-time,
18 benefited position of *UW Extension Lead* in the UW-Extension Department, effective August 21,
19 2019; and,
20

21 **WHEREAS**, a job description for the position of *Administrative Secretary III* has been
22 marked for identification as Exhibit "A", and has been attached hereto; and,
23

24 **WHEREAS**, a job description for the proposed position of *UW Extension Lead* has been
25 marked for identification as Exhibit "B" and has been attached hereto; and,
26

27 **WHEREAS**, there are funds in the 2019 UW-Extension Department Budget to fund the
28 proposed position of *UW Extension Lead* during the period of time commencing on August 21, 2019,
29 and ending on December 31, 2019, both inclusive;
30

31 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of
32 Supervisors hereby abolishes one full-time, benefited position of *Administrative Secretary III* in the
33 UW-Extension Department, effective August 21, 2019; and,
34

35 **BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby
36 creates one new, full-time, benefited position of *UW Extension Lead* in the UW-Extension
37 Department, effective August 21, 2019; and,
38

39 **BE IT FINALLY RESOLVED**, that funds in the 2019 UW-Extension Department Budget
40 shall be used to fund the position of *UW Extension Lead* during the period of time commencing on
41 August 21, 2019, and ending on December 31, 2019, both inclusive.

All of which is respectfully submitted this 20th day of August, 2019.

Dodge County UW-Extension Education Committee:



Allen Behl

Becky Glewen

Dale Macheel

Annette Thompson

Richard Bennett

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: X Yes ___ No ___ N/A.

Budget Impact: \$ < 21657 Finance Committee review date: August 13, 2019. Chair initials: ____.

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to abolish the position of *Administrative Secretary III* and create the position of *UW Extension Lead*.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$16.46 - \$21.40

JOB TITLE:	Administrative Secretary III	FLSA STATUS:	Non Exempt
DEPARTMENT:	UW Extension	REPORTS TO:	Department Head or Appointee
LOCATION:	Office Building	DATE:	June 6, 1996
LABOR GRADE:	Dodge County – Three (3)	REVISED:	1/4/13; 8/5/14, 2/11/16, 11/22/17

OVERALL PURPOSE/SUMMARY

Provides assistance and technical services for County Extension Educators. Performs a variety of complex computer operations. Advises clients on availability of services and assists them in application procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs complex computer operations, including MS products and social media applications to enhance County Extension Educator function.
2. Utilizes computer to design handouts, visuals, brochures, bulletins, and newsletters to promote Extension activities.
3. Composes correspondence, spreadsheets, memos, and reports, coordinates countywide bulk mailings using multiple computer software programs.
4. Uses technical skills to transmit information electronically.
5. Receives telephone/TDD and customer inquiries and provides information or redirects inquiries to various county and state agencies.
6. Maintains and develops rapport with Extension clientele.
7. Maintains computerized records, files, reports, and inventories.
8. Maintains records for purchase and issuance of supplies/equipment necessary for operation of agency.
9. Completes reports for Extension staff as required.
10. Performs duties related to programs including; registration fee collection, material organization, and correspondence.
12. Remains proficient in office computer software programs as required by Extension agents and county clientele.
13. Maintains Extension office and meeting rooms in clean orderly fashion.
14. Maintains Extension promotional materials and displays.
15. Maintains Extension's website and social media presence.
16. Regular attendance and punctuality required.
17. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of modern office methods and procedures.
- Thorough working knowledge of computers.
- Basic knowledge of accounting/billing procedures.
- Skilled at working accurately with numbers/calculations.
- Knowledge and ability to maintain social media and website presence.
- Ability to treat matters confidentially.
- Ability to establish and maintain effective public/working relationships.
- Ability to maintain accurate and complete records.
- Ability to answer inquiries and complaints effectively with tact and courtesy.
- Ability to initiate and complete variety of work assignments independently or with brief instruction.
- Ability to communicate effectively.
- Ability to understand and effectively carry out instructions.
- Ability to work under pressure and meet deadlines.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent plus three (3) years office experience, including operation of computer equipment. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Normal office environment. Work under nearly constant distractions. Occasional time pressure.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.89 - \$29.77

JOB TITLE:	UW Extension Lead	FLSA STATUS:	Non-Exempt
DEPARTMENT:	UW Extension	REPORTS TO:	Area Extension Director/Human Resources
LOCATION:	Administration Building	DATE:	DRAFT
LABOR GRADE:	Dodge County Six (6)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Area Extension Director (AED), possesses comprehensive knowledge of program areas, including 4-H & Positive Youth Development, Human Development & Relationships, Agriculture, FoodWise, and other groups and associations who collaborate with Extension. In coordination with AED and Extension educators, manages daily operations of Extension office.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists the Area Extension Director (AED) in establishing department policies and procedures, maintains office policies and procedures; plans, schedules and assigns work to county staff upon Director's approval; recommends utilization of staff and new office procedures approved by Director.
2. Provides oversight with preparation and coordination of communication with county Extension Education committee.
3. Assists AED in developing and maintaining protocol for new hires; trains new county staff and directs training to maximize employee's capabilities and ensure constant efficient operation of department.
4. On-boards new Extension educators on county policies and procedures.
5. Ensures that deadlines are met and goals are accomplished in coordination with Extension educators and AED.
6. Attends trainings, seminars, and conferences when necessary.
7. Coordinates county Extension's Civil Rights compliance.
8. Coordinates with AED and may attend Management Council meetings as needed.
9. Assists county department with ongoing technical questions.
10. Prioritizes and coordinates requests and purchases of equipment and supplies.
11. Performs duties related to programs including registration fee collection, material organization and correspondence.
12. Maintains knowledge and rapport with Extension's clientele, county partners, and organizational structures.
13. Acts as a backup to office support personnel as needed.
14. Reviews and approves clerical work schedules and vacation/leave requests to ensure adequate coverage for office workload.
15. Coordinates office staff meetings.
16. Maintains computerized records, files, reports, and inventories.
17. Completes reports for multiple Extension educators as required.
18. Performs complex computer operations to enhance Extension educator function.
19. Utilizes software programs to design handouts, brochures, bulletins, and newsletters to promote Extension activities.
20. Coordinates meeting rooms for Extension, other county departments and partner organizations.
21. Provides assistance to individuals regarding available office and Department resources.
22. Assists clientele who call or walk in.
23. Coordinates special projects and tasks relating to Extension programming as assigned by Extension educators or AED.
24. Coordinates oversight of Extension's website and social media presence, promotional materials, and displays.
25. Point of contact for other County departments with related duties that may be required or assigned.
26. Communicate with office about state/county updates pertaining to UW-Madison and Extension department matters.
27. Regular attendance and punctuality required.
28. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of local, state and federal laws, rules, regulations, around Extension programming and open meetings laws and record keeping.

Considerable knowledge of business English, spelling, math, grammar, Extension terminology, modern office methods, practices and equipment.

Demonstrated written and verbal communication skills, interpersonal skills, facilitation skills, and presentation skills.

Considerable computer experience using Microsoft Office software (Word, Excel, Outlook, PowerPoint), and other database software.

Considerable knowledge of Extension programming.

Knowledge of governmental structures and procedures at local, state and federal levels.

Ability to perform financial management functions.

Ability to obtain information through use of interview techniques.

Ability to obtain cooperation from others in situations of conflicting goals or values.

Ability to evaluate information and exercise judgment to make recommendations with a degree of autonomy.

Ability to utilize a variety of advisory data and information.

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

- Ability to prioritize, delegate, and supervise county staff department duties when necessary.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to change, making decisions as necessary without direct supervision.
- Ability to treat matters confidentially.
- Ability to establish and maintain effective working relationships with other employees, clients and general public.
- Ability to prepare materials and maintain accurate records.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to prioritize work and work independently on numerous concurrent tasks.
- Ability to remain calm when working in stressful situations.
- Ability to work under pressure and meet deadlines.
- Ability to answer inquiries and complaints effectively with tact and courtesy.
- Ability to interpret and implement policies.
- Ability to be a team player.

Must meet requirements of the Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Two (2) year Associate's degree in Office Administration or related field, five (5) years of experience in Extension or educational programming, or equivalent combination of education and experience which provides necessary knowledge, skills and abilities.

WORKING CONDITIONS

Normal office environment. Work under nearly constant distractions. Occasional time pressure.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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