



Administrative Specialist I

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

ABOUT UW EXTENSION

The UW-Madison, Division of Extension Jefferson County works in partnership with the county to improve lives and communities. Educators develop practical educational programs tailored to local needs and work with individuals every day to ensure cutting-edge research benefits the people and communities throughout Jefferson County. Educators program in Agriculture, Community Development, 4-H, and Horticulture. This position supports the administrative and programmatic functions of the office.

SOME ESSENTIAL RESPONSIBILITIES AS THE ADMINISTRATIVE SPECIALIST

You will be successful in this role by completing the following tasks and responsibilities:

- Provides accurate management of department budget.
- Prepares purchase requisitions, processes purchases and invoice payments per the county policy. Acts as point of contact for purchases.
- Provides administrative support for the UW Extension committee meetings, drafts agendas, sends communications, and records accurate minutes.
- Schedules appointments and maintains calendars essential for meeting critical deadlines and timeframes.
- Participates in program audits and reviews, provides data and information requested, runs specialized reports. Audits files to ensure paperwork is completed and correct for billing purposes.
- Sets up, organizes, and maintains files, which may include opening and closing files as well as ensuring proper documents are included in the file.
- Maintains the Extension website and social media.
- Provides administrative support for the 4-H program, backup 4-H Online Administrator and the point of contact for the 4-H program, 4-H youth/families and adult volunteers with annual enrollment per UW guidelines, maintains confidential 4-H records/database, and handles confidential 4-H correspondence on behalf of the educators and/or Area Extension Director.

Requirements:

High school diploma or equivalent with two to three years related experience and/or training; or associate degree with one year experience; or equivalent combination of education and experience.

Demonstrates the ability to work independently while maintaining a high level of accuracy and attention to detail in all tasks.

Preferred Requirements:

Three or more years related experience and or training; or associate degree with two years' experience; or an equivalent combination of education and experience.

Wage & Benefits

The starting hourly wage range is \$22.34 - \$24.90 per hour depending on qualifications.

Benefit Highlights

Health insurance * Health Insurance Opt Out Plan * Dental & Vision insurance * Wisconsin Retirement System
Health Savings Account * Deferred Compensation Program * Group Life insurance * Short- & Long-Term Disability

Employees at Jefferson County Value

Competitive Pay * Excellent Benefits * Great Coworkers * Flexibility
Advancement & Opportunity * Family Culture

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at

www.jeffersoncountywi.gov

Jefferson County is an Equal Opportunity Employer