



## County Office/Staff Coordinator

Maintain working knowledge of UK Human Resources policies and procedures (i.e., leave, conduct, conflict of interest, etc.)

### Custodial and Maintenance Supervision

1. Working with the Area Extension Director, lead custodial and maintenance staff hiring, supervision, performance appraisal, and counseling sessions in accordance with Extension Human Resources guidelines.
2. Approve time sheets and leave requests for custodial staff.

### Affirmative Action

1. Oversee action and documentation of Affirmative Action files in the county office.
2. Oversee updating process for County Civil Rights plan, map, and rosters.
3. Lead preparation of materials and coordinate arrangements as needed for County Program Reviews.

### Office Management

1. Manage day-to-day office coverage.
2. Assures office portrays a professional image to the public.
3. Take lead in assigning duties if more than one support staff in the county office, consulting with Area Extension Director.
4. Provide day-to-day leadership for physical maintenance and repairs.
5. Ensure office security, meeting room facility management, key protocols, signage compliance and general office organization.
6. Supervise maintenance of files and publications.
7. Serve as office contact with the Regional Extension IT Contact.

### Office Mail

1. Ensures that mailing lists are up-to-date and purged annually.
2. Arranges for stamps and shipping methods, as needed.
3. Works with local postmaster, as needed.

### Office Staff Conferences

1. Work with the AED to coordinate weekly County Office Conferences, ensuring agendas are provided in advance and minutes are sent to the Area and Regional Extension Director.

By initialing this page, I verify that I have reviewed the responsibilities and understand my assignments as noted on the signed county coordinator list.

Agent initials: \_\_\_\_\_

Date: \_\_\_\_\_

Agent initials: \_\_\_\_\_

Date: \_\_\_\_\_ (if applicable)