

## **Hendricks County** **Job Description**

**Title:** Purdue Extension Technology Coordinator

**FLSA Status:** Non-Exempt

**Department:** Extension Office

**Pay Band:** PAT 4

**Supervisor:** 1) Office Manager 2) County  
Extension Director 3) Extension Educators

### **PURPOSE OF POSITION:**

Provides technology and administrative support to the Purdue Extension Educators and Extension Program Assistant

### **ESSENTIAL FUNCTIONS:**

- Collects, sorts, and distributes incoming mail and prepares outgoing mail
- Perform related duties as assigned by Extension Educators and/or Extension Program Assistant
- Receives phone calls and visitor, answers questions or refers to the appropriate department
- Orders, maintains and inventories some educational materials provided to the Cooperative Extension Service
- Prepares monthly newsletters, mailings, and electronic correspondences for the Extension related programs
- Prepares print-ready materials to be posted on the Extension's website by the County Extension's Technology Coordinator
- Maintain and manage programmatic records for various Extension affiliated organizations
- Maintain communication to Extension entities, group, clubs, partners, etc. that work with our program(s)
- Create and maintain SOPs for the different projects/events offered by Purdue Extension of Hendricks County
- Collects, balances, deposits, and manage monies from the sale of publications, program fees, and fund raisers organized through various Extension programs in the county (including, but not limited to: 4-H Camp, 4-H Sponsors, Geranium Sales, Master Gardener Programs, and Extension Homemaker Programs, etc.) according to Purdue University guidelines.
- Remain current with the database systems used by Purdue Extension
- Maintains and updates Extension database(s) and remains current on Purdue's technology used in county offices
- Prepare materials for the Extension Educators and/or the Extension Program Assistant that will enhance their teaching

- Assist in managing and organizing clubs and organizations according to Purdue policies, volunteer applications, and volunteer forms used by various Extension programs in the county
- Work with Extension Educators and/or the Extension Program Assistant in preparing reports for campus by the due dates
- Assist in organizing various events to assist the Extension Educators and/or Extension Program Assistant (included, but not limited to: Holiday Fest, Gardening for All Ages, Extension Annual Meeting, 4-H Achievement Program, etc.)
- Generate posts for social networking, from educational materials provided by the Extension Educators. (i.e: facebook posts, tweets, Instagram pictures, etc.)
- Maintain the Purdue Extension’s county website, calendar events, and social media accounts
- Positively promote Purdue Extension using technology
- Must be willing to master new educational technology as it develops to help keep Purdue Extension in Hendricks County current in educational technology resources
- Create videos, YouTubes, and other electronic forms of teaching for Extension Educators and/or Extension Program Assistant
- Create writeable .pdf documents for the Extension Educators or Program Assistant and post on the Purdue Extension website
- Assist CED and Office Manager in managing all technology and computer systems housed in the Extension Office
- Work closely with Purdue’s AgIT and ITAP Departments on managing and installing various computer applications

#### **NON-ESSENTIAL FUNCTIONS:**

- Assist co-workers as needed
- Performs other duties as assigned
- Operate a variety of technical equipment used in offices
- Provide public access or to maintain confidentiality of department information/records according to state requirements
- Maintain a working knowledge of, and ability to make practical application of, department policies and procedures, and applicable Purdue University guidelines

#### **EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Baccalaureate degree in marketing, communications, journalism, computer systems, or Extension content related field (Agriculture, Community Development, Health & Human Sciences, or Youth)
- Valid driver’s license
- Proficient in software and programs necessary to help promote Extension including, but not limited to: MS Office Programs, Photoshop, Publisher, Excel,

SharePoint, all Social media platforms, info graphics software, PowToons, Prezi, YouTube, video editing software (i.e.: iMovie, Adobe Premiere), etc.

- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct
- Proficient in the English language and working knowledge of standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, Purdue University personnel, all Purdue Extension related committees, boards, and organizations, as well as, the public
- A background check will be required for employment in this position

### **RESPONSIBILITY:**

- Incumbent duties are broad in scope and of substantial intricacy, involving many variables and considerations. Incumbent performs according to department and Purdue University guidelines and general objectives, exercising judgment in presenting research based information and providing guidance for specific situations
- Incumbent works independently; however, supervisor is available to assist with problems if necessary. Most work is received in rough draft format and must be edited and organized into an orderly format. Errors in work are detected through supervisory review of the finished product and can have adverse effects on the office and to members of the public. Incumbent is responsible for the technology maintenance and progress in the office.
- Work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers
- Work independently and make sound business decisions
- Work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions

### **WORKING RELATIONSHIPS:**

- Working relationships are with supervisor, associates in same department, other county departments and the general public for the purpose of obtaining and providing factual information.
- Competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard office environment.

### **APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of Technology Coordinator for the Extension Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes\_\_\_\_\_ No\_\_\_\_\_

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Applicant/Employee signature

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Date

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Print or Type name