



**COUNTY OF SISKIYOU**  
invites applications for the position of:

## **Cooperative Extension Coordinator - Extra Help**

**SALARY:** \$15.79 - \$19.16 Hourly

**OPENING DATE:** 11/27/18

**CLOSING DATE:** 12/16/18 11:59 PM

**DESCRIPTION:**

*The County of Siskiyou is an Affirmative Action / Equal Opportunity  
We welcome applicants of any race, religion, or ancestry.*

### **CURRENT OPENING IN TULELAKE, CA**

Under direction, to plan, organize, coordinate, and perform a variety of complex administrative, office, fiscal, and program support at a Cooperative Extension Office in Siskiyou County; to gather, organize, prepare, and distribute program information; to perform public relations assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for positions which provide a variety of program support at a University of California Cooperative Extension Office in Siskiyou County. Incumbents serve as the primary support person for the office. Responsibilities include planning, organizing, and performing a variety of complex administrative, office, fiscal and program support work. Successful performance of responsibilities requires detailed and specialized knowledge of the operations and policies of University of California Cooperative Extension Program as well County of Siskiyou policies and procedures.

### **REPORTS TO**

University of California Farm Advisor as assigned.

### **CLASSIFICATIONS SUPERVISED**

May have lead worker, work direction, or supervisory responsibilities for other staff.

### **EXAMPLES OF DUTIES:**

Serves as primary administrative staff support for a UC Cooperative Extension Office; performs a variety of office management, administrative support, program support, and fiscal support assignments; performs public information and relations assignments, including receiving office visitors and telephone calls, providing comprehensive information

about the services, policies, functions, and procedures of the University of California Cooperative Extension Program; assists with and performs direct services for Program functions such as crop surveys or 4H programs; assists with development and preparation of reports for public information and distribution; develops, formats, prints, collates, and distributes newsletters; manages and carries out purchasing and budget activities for the office, serving as a liaison between the University of California and the county; updates and maintains computerized fiscal programs to track expenditures by fund source and category; prepares annual budget for review by extension program management; receives and routes incoming mail and messages; prepares and submits activity reports and reports required by other government agencies; establishes and updates information retrieval systems; gathers, organizes, and summarizes a variety of data and information; performs special projects and prepares reports; prepares correspondence; may coordinate preparation and submission of grants; prepares agenda materials for meetings; operates computers, maintaining and updating files and databases; generates computer reports; performs word processing; may, under direct supervision assist with the establishment, evaluation, analysis and reporting of field research and demonstration projects.

### **TYPICAL QUALIFICATIONS:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least three years of responsible work experience performing a variety of administrative and office support work, including substantial experience in a public contact position.

### **SUPPLEMENTAL INFORMATION:**

#### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

#### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; and may also perform work outdoors; continuous contact with other staff and the public.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.co.siskiyou.ca.us>

Position #2016-00334  
COOPERATIVE EXTENSION COORDINATOR - EXTRA HELP  
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