

WVU EXTENSION – WOOD COUNTY

WOOD COUNTY ADMINISTRATIVE SECRETARY – JOB DESCRIPTION

Job Title:

Wood County Administrative Secretary

Revised:

July 2026

Reports To:

County Program Coordinator (CPC)

Indirectly Reports To:

Agriculture and Natural Resources and 4-H Youth Development Extension Agents

JOB SUMMARY

This full-time, benefits-eligible role supports the WVU Extension office in Wood County across 4-H Youth Development, Family and Community Development, and Agriculture and Natural Resources programs, with key responsibilities in administrative support and client relations. **Occasional evening and weekend work is required. Position is contingent upon available county funding.**

DUTIES AND RESPONSIBILITIES

Administrative Support

- Provide front-desk and office support, greeting visitors, managing calls, and performing opening and closing responsibilities.
- Serve as first contact with the public, in person and by phone, representing and upholding the principles of WVU Extension.
- Review and distribute incoming mail, email, faxes, and phone calls, prioritizing urgent items and directing them to the appropriate faculty or staff member.
- Prepare outgoing correspondence and serve as office contact for UPS, USPS, and FedEx services.

- Coordinate meeting and conference accommodations, including room reservations, refreshments, and equipment needs.
- Maintain the 4-H Campground schedule on behalf of the 4-H Camp Trustees, collect fees, and submit to 4-H Camp Trustees.
- Provide administrative support for Family and Community Development, 4-H Youth Development, and Agriculture and Natural Resources program areas by assisting with enrollment and registration, distributing program materials, maintaining program records, communicating with clientele, and supporting meetings, events, and other program activities.
- Provide administrative and communications support by preparing correspondence, reports, evaluations, mailings, email newsletters, social media, and website content using appropriate WVU and Extension branding; gather information and communicate with individuals by phone, email, and other means to support office and program operations.
- Maintain up-to-date financial records and prepare monthly expense reports.
- Maintain financial and organizational records for all Extension organizations including submitting annual IRS Form 990-N filings.
- Maintain office supply inventory and place orders in consultation with CPC.
- Monitor program expenditures to ensure compliance with “Best Practices for Money Management.”
- Maintain volunteer and adult 4-H member records and compliance with university vetting processes, volunteer management best practices, and civil rights/affirmative action policies.
- Foster effective communication and partnerships with faculty/staff, county officials, schools, and youth organizations.
- Participate in office staff meetings, and professional development opportunities.
- Position requires strict confidentiality regarding managed information.
- Other duties related to Extension programs as assigned by Extension Agents.

- Provide program support for Master Gardeners and horticulture related activities.

QUALIFICATIONS

Education/Knowledge

- High school diploma or GED required; bachelor's degree preferred.
- Combination of relevant education and experience may be considered.
- Experience working with youth and adults required.
- Food Handler's/ServSafe training required (or ability to obtain).

Skills

- Ability to pass a background check.
- Proficiency with productivity software (e.g., Microsoft Office, Google Workspace).
- Strong communication skills (written, verbal, and digital).
- Ability to plan, organize, and manage multiple tasks and deadlines.
- Time management and accurate recordkeeping skills, including budget and travel documentation.
- Ability to teach Extension programs using provided curriculum in both formal and informal settings.
- Public speaking and presentation skills.
- Ability to build positive relationships through listening, empathy, and professionalism.
- Flexibility to adapt to evening, weekend, and overnight work requirements.
- Knowledge of local community resources and agencies.

Experience

- 1–2 years of related work experience required.
- Experience in youth development programs, family/community organizations, or educational programming preferred.
- Experience working with the public in service or educational settings preferred.
- Must hold a valid driver's license and have reliable transportation for county and occasional statewide travel.

PHYSICAL & MENTAL DEMANDS

- Ability to lift and carry materials needed to conduct trainings and events (up to 25 pounds).
 - Ability to sit, stand, walk, bend, and use office equipment daily.
 - Must be able to meet the travel and overnight requirements of the position (e.g., 4-H camps, conferences, trainings).
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DISCLAIMER

This description outlines the general responsibilities of the position. It does not limit or exclude other job-related duties as assigned by supervisors. Requirements may be modified to provide reasonable accommodations for individuals with disabilities.