

FACILITATOR DUTIES

July 1, 2021

Reviewed March 2024

Length of assignment – One year with option for renewal as needed.

A. OFFICE COORDINATION

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 and maintenance staff.

Affirmative Action

1. Oversee action and documentation of Affirmative Action files in the office.
2. Oversee updating 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. Takes the lead in assigning duties if more than one support staff in the county office, consulting with Area Extension Director.
4. Ensure office security, meeting room facility management, key protocols, signage compliance and general office organization.
5. Provide day-to-day leadership for physical maintenance and repairs.
6. Supervise maintenance of files and publications.
7. Serves as office contact with Regional Extension IT Contact.

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.

B. FISCAL RESPONSIBILITIES

General Financial Management

Provide day-to-day guidance for compliance with all applicable statutes, policies and procedures.

Budget Management

1. With input and involvement of the Area Extension Director and agents, provide guidance and leadership to District Board in budget development and setting of tax rates (if applicable).
2. Responsible for budget preparation, review, monitoring, management and budget adjustments with input from the Area Extension Director and all agents
3. Engage all stakeholders in the budget development process (agents, district board, councils, etc.).
4. Working within established deadlines, prepare annual budget worksheet, memorandum of agreement and schedule of disbursements and submit to the Area Extension Director.

Cash Management

1. Ensure day-to-day adherence to proper cash handling policies and procedures.
2. Ensure safe handling of all funds received in the county office via proper internal controls on a day-to-day basis.
3. Ensure receipts are provided for funds received and duplicates are maintained in the office.
4. Ensure District Board deposits are made in accordance with policies and procedures.
5. Work with the AED to ensure district board treasurer is appropriately bonded.
6. Work with the AED to ensure reconciliations are completed on a monthly basis.
7. Work with the AED to ensure balances in bank accounts are bonded if over FDIC coverage.
8. Ensure petty cash procedures are followed (if applicable).
9. Ensure sales tax is collected as appropriate.
10. Work with the AED to ensure all club/council funds adhere to policies and procedures.
11. Work with the AED for all other cash management duties as needed.

Procurement & Disbursement Management

1. Work with the AED to ensure compliance with all Kentucky Revised Statutes and all University, College and Local policies and procedures as they pertain to procurement and disbursement of funds.
2. Work with the AED to ensure all staff in office understand and adhere to proper procurement & disbursement policies and procedures.
3. Responsible for review and approval of all expenditures in the office.
4. Ensures payment voucher and receipt is obtained for each payment made.
5. Ensures state sales taxes are not paid on purchases where exempt.
6. Ensures all postal regulations are followed by all staff in the office.
7. Ensure safe handling of all credit cards and adherence to related policies (if applicable).
8. Ensure employee reimbursement requests are submitted in a timely manner.
9. Perform all other procurement duties as assigned.

Financial Reporting & Audits

1. Work with the AED to ensure compliance with all Kentucky Revised Statutes and all University, College and Local policies and procedures as they pertain to financial reporting and audits.

2. Responsible for working with AED to prepare financial reporting documents as required by policies and procedures. AED will complete and submit financial reports as required to District Board, DLG, State Office, etc.
3. Ensure monthly reconciliations and verification forms are completed on a monthly basis.
4. Responsible for all applicable month-end and year-end financial processes.
5. Other reporting & audit duties as assigned.

Inventory Management

1. Ensures compliance with all Kentucky Revised Statutes and all University, College and Local policies and procedures as they pertain to inventory management.
2. Ensures a complete listing of all minor and capital equipment is maintained and verified on an annual basis.
3. Ensures all staff in office understand and adhere to proper county vehicle policies and procedures.
4. Ensures vehicle logs are maintained and reviewed for each county owned vehicle (if applicable).
5. Ensures adequate insurance is maintained to cover all assets.
6. Other inventory management duties as assigned.

Ordering Supplies

1. Take leadership in ordering office supplies and marketing items.
2. Works with other staff in keeping inventory of supplies and works within budget support.

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.

C. PROGRAMMING

Agent will continue to perform all requirements for programming in assigned program area (AG, FCS, 4-H).

Fulfill expectations for all Agents, including:

- Program advisory councils
- Maintain Extension programs during the absence of an Agent or during a vacancy.
- Provide mutual support to co-workers.
- Be involved in Community & Economic Development programs.
- Assist new Agents in learning about the county, people, & programs.
- Maintain communication and working relationship among staff.