

BANNOCK COUNTY

CLASS SPECIFICATION

HORTICULTURAL SERVICE ASSISTANT- County Extension

Department: County Extension

Pay Grade: 4

FLSA Designation: Non-Exempt

Effective Date: 11/08, 08/09

Purpose of Class

Assists in the general operation of the county horticulture program. Performs related work as requires. Assists in the operation of other Bannock County Extension programs.

Primary Function

This is a program support position with the principal function to provide support to the University of Idaho Extension staff in the area of horticulture such as event planning, assisting in the development of Master Gardener Classes, and assisting in the development and delivery of other agricultural programs and schools. Serves as a member of the Ag Extension team by working collaboratively on programs as needed. The work is performed under the supervision of a County Extension Educator. The principal duties of this class are performed in a general office environment and at special events. Staff are expected to follow department specific processes and procedures. Flexibility to work evenings and weekends is required.

Essential Duties and Responsibilities (will vary by assignment)

- Assists in planning horticultural activities such as Master Gardener classes, horticultural workshops, tours, field days, and related assigned activities:
- Assists in marketing horticulture programs to the community using flyers, displays, brochures, presentations, and other methods:
- Assembles and processes informational packets, mailings, etc.:
- Assists in coordinating with local business for support of horticultural activities;
- Attends horticultural activities, planning and training meetings;
- Coordinates all efforts of horticulture volunteers, and sets up service hours activities for master gardeners, and assists them in completing all course requirements;

- Answers incoming phone calls, greets incoming clients, and assists by providing referrals to other departments or staff as needed;
- Files documents into appropriate folders; reorganizes file folders as needed;
- Operates standard and specialized office equipment such as computer, typewriter, copier, electric stapler, hole-puncher, fax machine, postage meter, and related equipment;
- Creates and types forms, letters, brochures, pamphlets, flyers, newsletters, displays, handouts, news releases, and other documents;
- Inventories and orders ag/hort bulletins and supplies
- Maintains files, logs and other records;
- Assists with and participates in special events;
- Uses computer to obtain information or enter data;
- Understand and uses the office mailing system;
- Retrieves bulletins and other information for clients from university web site and other sources;
- Keep ag/hort files updated;
- Receives field samples of plants, insects, etc, and is able to package and ship to appropriate state specialist or lab for identification.
- Performs other duties as needed to be a part of the office staff. This may include covering for other secretarial staff or faculty during lunch hours, vacations, sick leave, etc. This will require gaining a working knowledge of the duties of each faculty and staff (i.e., location of files and references, knowledge of upcoming classes or activities, etc.)
- Ability to meet the public in a professional manner and to provide them with research based information.
- Ability to work under pressure and to work on more than one project at a time.
- Willingness to be a team player and to help co-workers complete projects when needed.
- Self-motivation, creativity and follow-through capabilities.
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.
- Ensure compliance with the University of Idaho policy on non-discrimination stated in the University of Idaho Faculty Staff Handbook

Other Duties and Responsibilities

- Assists Teachers and Extension secretaries;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Horticulture, lawn care and management, landscaping, gardening, and fruit production.
- Marketing techniques, public relations and presentation skills;
- Horticulture event planning, organization, and supervision;
- Extension office information and activities;
- Operation of standard and specialized office equipment;
- Operation of a personal computer and job-related software;
- English grammar, spelling, punctuation, and composition;
- Bookkeeping practices and procedures;
- Current office practices and procedures.

Ability to:

- Present information effectively to groups varying in age;
- Maintain important records efficiently and accurately and to prepare clear and concise reports;
- Operate a variety of standard office equipment and cash register;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials and the public;
- Operate a personal computer including software applications appropriate to assigned duties;
- Operate a motor vehicle;
- Communicate effectively both orally and in writing;

- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training

- High school diploma or GED equivalency is required;
- Two (2) years horticulture experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Ability to pass background check is required;
- Idaho drivers license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare documents and file them in a prescribed order, supervise horticultural activities and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and other office equipment and operate a motor vehicle;
- Sufficient personal mobility, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift up to 50 pounds, stand for an extended period of time and participate in strenuous activity with clients, and work in both office, and outdoor environments.