

***Putting knowledge to work with the people of Maine***

Administrative Specialist CL1 – UMaine Extension/Libby Hall

Purpose: This position will be responsible for handling the 800 line that provides access to University of Maine Cooperative Extension resources and staff members for the people of Maine. This position also supports Extension administrative functions in the areas of finance and human resources.

Essential Duties:

* Answers the UMaine Extension (Extension) 800 line and general email inquiries relying on relevant procedures and applying some interpretation of available data
* Coordinates the use of and maintenance needs of the Extension fleet of cars; including transporting cars for maintenance
* Schedules Extension cars and Libby Hall conference rooms
* Sorts and disseminates Libby Hall and Extension mail
* Compiles, sorts and summarizes a variety of data using a variety of programs; preparing simple charts and analyses
* Collects and disseminates a variety of written and verbal communication requiring knowledge of relevant policies and procedures
* Provides explanations, requiring some interpretation of policy, to common questions and requests
* Uses proper judgment when handling internal and external inquiries
* Purchases apparel and supplies
* Tracks expenditures and budgets
* Supports budget procedures and policies
* Arranges travel and meetings
* Processes cash, checks and accounts receivable
* Assists with coordinating searches
* Provides back-up to personnel and search processes in partnership with the Administrative Specialist CL3 and Assistant Director
* Other similar duties as defined

Required qualifications:

* Demonstrated ability to provide outstanding customer service
* Customer service experience
* Demonstrated ability to write clearly and professionally
* Ability to communicate effectively in a professional setting
* Basic knowledgeable of Microsoft Office Suite of software
* Excellent attention to detail
* Understanding of basic budget principles
* Ability to manage multiple tasks and priorities
* Ability to travel usually requiring a valid driver’s license

Preferred qualifications:

* Experience working in an administrative role in an office setting
* Knowledge of an experience with UMaine Extension
* Database experience