

# LLANO COUNTY JOB OPPORTUNITY

**JOB TITLE:** AgriLife Admin Assistant II/Office Manager      **JOB CATEGORY:** Administrative Support

**Department:** AgriLife Extension Service      **Posting expires:** Open until filled

**Location:** 1447 E. State Hwy. 71, Llano, TX      **Background Check:** Required

**Hourly:** \$18.73      **Benefits:** Retirement with TCDRS

**Opening Date:** 07/06/2026      Health & Dental Insurance

**Position Type:** Full Time      Vacation, Sick & Holiday Pay

**Date Posted:** 06/22/2026      **Status:** Non-Exempt

**HOW TO APPLY:** [WWW.LLANOCOUNTY.GOV](http://WWW.LLANOCOUNTY.GOV), **JOB OPENINGS, APPLICATION FOR EMPLOYMENT**

**Email**      nlevlon@llanocounty.gov

**HR Office**

100 W. Sandstone, Suite 100B,  
Llano, Texas 78643

**JOB DESCRIPTION SUMMARY:**      **FOR QUESTIONS CONTACT: DR. WHITNEY WHITWORTH 325-247-5159**

The Office Manager is responsible for organizing and coordinating office operations. Duties include, but not limited to:

- **Maintain Office Services:** Control correspondence, Review and approve supply requisitions, Liaise with other agencies, organizations and groups, Maintain office equipment.
- **Maintain Office Records:** Ensure filing systems are maintained and up to date, Define and follow procedures for record retention, Submit monthly reports and receipts to County Treasurer.
- **Maintain Office Efficiency:** Plan and implement office systems, layout and equipment procurement, Answer and log all phone calls, mail-outs, and e-mails, Assist County Extension Agents in all areas needed.
- **Planning and Promoting:** Prepare and design monthly newsletters promoting agriculture, youth programs, and healthy living, Maintain the County website by updating and posting articles, newsletters, and county info.
- **Program Implementation:** Work with youth and adult volunteers as they serve on committees, clubs, and organizations.
- Other duties as assigned.

### Knowledge:

- Knowledge of office administration
- Assist with 4-H & adult events
- Ability to maintain a high level of accuracy in preparing and entering information
- Maintain knowledge and certification of National Incident Management System (MIMS)

### Skills and Abilities:

- Excellent interpersonal skills
- Effective verbal and listening communication skills
- Very effective organizational skills
- Time management skills
- Attention to detail and high level of accuracy

### Working Conditions

- Long hours sitting and using office equipment and computers
- Busy, open area office
- Deadlines associated with this position, which may cause stress
- Confidentiality must be maintained amongst highest degree

Llano County is an Equal Opportunity Employer