

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:	08/10/2026		Health & Dental Insurance
Position Type:	Full Time		Vacation, Sick & Holiday Pay
Date Posted:	08/12/2026	Status:	Non-Exempt

HOW TO APPLY: WWW.LLANOCOUNTY.GOV, JOB OPENINGS, APPLICATION FOR EMPLOYMENT

Email

nevlon@llanocounty.gov

HR Office

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

JOB DESCRIPTION SUMMARY:

FOR QUESTIONS CONTACT: JERRY DON MOSS 325-247-2788

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 (NIMS)

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