

County Coordinator Recommendation Process

County Coordinators are assigned on an annual basis for the period September 1 to August 31 of each fiscal year. If after this initial assignment, the County Coordinator leaves the county in which assigned, the following process needs to be followed to name a new County Coordinator.

- District Extension Administrator prepares letter to remaining County Extension Agents naming an interim County Coordinator with a copy of notification to Associate Director-County Programs.
- Once vacant position has been filled, District Extension Administrator should submit to the Associate Director-County Programs a Recommendation for County Coordinator Form (CDR-1) for approval naming a new County Coordinator.
- Associate Director-County Programs reviews and if approved, forwards to Agency Director for final approval.
- Once approved, communication will be sent to the County Extension Agents in designated county informing them of new assignment. District Extension Administrators will receive a copy of this communication.