

developing budgetary needs and budget support.

3. Responsible for accountability of all funds subscribed and expended in the interest of Extension educational activities in the county.

C. Office Management

1. Responsible for working with County Commissioners' Court, county Extension staff, and other related groups to assure adequate office space for the staff.
2. Responsible for planning with the staff for an office operation which assures as efficient an operation as resources allow.
3. Maintains a neat and efficient office which allows for good client relations.
4. Arranges for staff interviews of prospective support staff and executes necessary administrative procedures for employment including the requirements of the EEO Program.
5. Arranges for orientation and training of support staff.
6. Maintains complete records of all personnel action, activities, and reports required by the EEO Program for a minimum of three years. This includes recruitment, applications, interviews, selection, training, promotion, and performance reviews for all nonprofessional positions except for the Better Living for Texans Program, Expanded Nutrition Program, Integrated Pest Management Program, and Urban Gardening Program. In case of ENP or IPM, the agent in charge of ENP or IPM will have this responsibility.
7. Arranges for County Extension Agents and support staff to reach a common understanding for equitable and efficient utilization and allocation of each support staff member's time.
8. Arranges for maintaining an up-to-date inventory of all properties and equipment and accountability for same.
9. Arranges for the establishing and maintaining of the central filing system and online document access according to established procedures.
10. Arranges for the effective use of mail privileges and e-mail.
11. Maintains and makes available appropriate links to The Texas A&M University System and Texas AgriLife Extension Service policies, regulations and rules.
12. Arranges for an up-to-date county website presence.

D. Program Planning, Implementation, Interpretation and Evaluation

1. Provides the overall coordinative leadership and initiates action for the program planning processes to establish long-range Extension educational program goals necessary to meet the needs and desires of Extension clientele.
2. Provides leadership in communicating to the appropriate publics Extension policy and programs, and helps those publics interpret and evaluate Extension programs.
3. Coordinates county annual program plans, reports, and special assignments that may be made by the District Extension Administrator.
4. Responsible for coordination of the county Extension staff in all aspects of Cash Management and Civil Rights, including compliance,

documentation, and coordination of special reports as may be required.

E. Relationships

1. With approval of the District Extension Administrator, officially represents county staff at official functions.
2. Provides leadership in maintaining liaison with key leaders; informational media; and civic, professional, and special interest groups in the county.
3. Arranges for staff planning to establish and maintain good relations with various organizations; federal, state, and local agencies; and other groups and key individuals in the county.
4. Arranges for coordination of county staff activities.
5. Communicates with and keeps all county staff informed on policies and other relevant information affecting them that may have been communicated through the County Coordinator.
6. Arranges for joint staff efforts in planning effective program interpretation and reporting to the County Commissioners' Court.
7. Coordinates staff efforts to implement programs in areas where responsibilities are not clearly defined.
8. Provides leadership in coordinating staff activities through regularly scheduled office conferences.
9. Prepares and submits special reports requested by the District Extension Administrator, Associate Director for County Programs, or other senior administrative staff members, involving other county staff members when appropriate.

III. Qualifications

A. Education

1. Bachelor's degree required; Master's degree preferred.
2. Demonstrated interest in continuing professional improvement.

B. Experience

Two years professional experience preferred.

C. Abilities, Skills, and Knowledge

1. An understanding of administrative and institutional philosophies, policies, procedures, and objectives in planning and conducting Extension programs.
2. Development of effective rapport with groups, organizations, agencies, and individuals in the county with whom Extension staff members must work closely and effectively.
3. Demonstrated ability to be fair and impartial in professional relationships with other staff members.
4. Ability to inspire others to more effective and creative performance and be an effective team builder.
5. Ability to communicate effectively.
6. Willingness to assume responsibility and make sound decisions that generally are agreeable to other staff members.
7. A demonstrated commitment to the total Extension program and organization.

IV. Approval

Agent's Signature: _____

Date: _____

Supervisor's Signature: _____

Supervisor's Title: _____

Date: _____

August 2007