

Texas A&M AgriLife Extension Service
The Texas A&M University System

ADM 10
(December 2012)

Job Description
County Coordinator

I. Nature and Scope

The county Extension program is the responsibility of the total county Extension staff. To enhance the effectiveness and efficiency of the county Extension staff in planning, implementing, and evaluating the Extension program, one county staff member will be appointed as County Coordinator. The appointment of County Coordinator is made by the Director. The basic duties of the County Extension Agent filling this role are to provide leadership for the personnel and programs in the planning unit. In addition, the County Coordinator is responsible for managing the Extension office and for liaison with the County Commissioners' Court with matters relating to office operation. Additional duties assigned by the District Extension Administrator may be made a part of the duties of the agent filling this role. The County Coordinator assumes the responsibility for the coordination of program development and office management with the full understanding and appreciation of the role, job and position description of each member of the staff and with the realization that teamwork is essential in developing and executing an effective county program. The appointment duration of County Coordinator is for a one year period starting September 1 and ending August 31. An annual review of this assignment will be made by the District Extension Administrator.

II. Duties and Responsibilities

A. Personnel

1. Confers with county Extension staff on job responsibilities and recommends approval to District Extension Administrator.
2. Functions as reviewing official for performance of county Extension office support staff.
3. Responsible for coordinating the efforts of the county Extension staff in all aspects of Equal Employment Opportunity programs including documentation and coordination of special compliance reports as may be required.

B. Fiscal

1. Serves as liaison with County Commissioners' Court at the discretion of District Extension Administrator on all matters relating to the county budget.

2. Responsible for coordinating county staff inputs on county Extension budget requests and assists the District Extension Administrator in 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 A&M 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.