GUIDELINES for filling out Job Responsibilities form

ANNUAL ASSIGNMENT OF JOB RESPONSIBILITIES

County: Your County Program Year: Calendar Year

PROGRAM LEADERSHIP
Focus on identifying those responsible for serving as the lead contact for specific programming and administrative duties.

Base Programs
- Agriculture
- 4-H and Youth
- Family & Consumer Science
- Community Resources

This section identifies the agent who will provide primary leadership for each of the base program areas. Lead agent is first, then support agents follow to the right. Use initials to identify agents responsible.

Special Programs
- Better Living for Families
- Rio Grande Basin Cooperative Extension

Special programs planned for your calendar this year should be listed here. The ones listed are examples. If they don’t apply, delete them. These are typically grant-funded programs.

Program Leadership
- County Coordinator
- 4-H and Youth Agent
- Leadership Advisor

These assignments are typically made by the DEA. Changes can be proposed by the staff but must be approved. Leadership for the LAB is typically the responsibility of the county coordinator, while the Youth Board is the responsibility of the 4-H Coordinator.

PROGRAM DEVELOPMENT
Focus on identifying those programming issues, Extension-led planning groups, those provide respective leadership for each.

LAB-Validated Issues
- Natural Resources Management & Protection & Management
- Agricultural Commodity Management
- Youth Development
- Nutrition & Wellness
- Parenting & Family Education
- Emergency Preparedness
- Volunteer Development & Administration

In this section, you should list the issues that have been identified or validated by your Leadership Advisory Board. The issues listed are examples. Replace them with yours. If you are new to the county, a copy of these issues should be filed in the office or available in agency records.

Extension Planning Groups (Program Area Committees, Task Forces, Coalitions, Committees)
- Beef Cattle & Cattleman
- Field Crops Committee
- Range & Pasture
- Wildlife & Fisheries
- Horticulture Committee
- Master Gardener
- Youth Board
- 4-H Adult Leaders

In this section, you should list all Extension-organized planning groups that provide support to the program areas for which you provide leadership. The groups listed are examples. Replace them with your groups. If you list it, you will be held responsible for this group. If multiple agents are involved, the lead agent should be listed first. This list should NOT include external groups (Farm Bureau, commodity groups, etc.).
PROGRAM IMPLEMENTATION

Focus on identifying specific subject matter programming including major events, and those provide leadership for each.

Agriculture & Natural Resources Program Areas

- General Agriculture
- Livestock & Field Crops
- Rangeland and Crop Tour
- Horticulture
- Entomology
- Major Agriculture

List all subject matter areas that are necessary to support program areas in your county along. Following subject matter, include all major events. The items listed are examples. Replace them with yours. List the lead agent first, then others. This applies to all four program areas: ANR, 4-H, FCS, and CRED as listed below.

4-H & Youth Development Program Areas

- Youth Leadership & Life Skills
- Volunteer Development
- Livestock & Natural Resource Projects
- Family & Consumer Sciences Projects
- Careers & Higher Education
- School-based Programs

Major 4-H & Youth Development Events & Duties

- 4-H Annual Recognition Event
- County Livestock Show
- Major Livestock Shows
- 4-H Livestock, Horse, & Poultry Workshop
- 4-H Livestock Validation
- 4-H Newsletter
- 4-H Showmanship Clinic
- 4-H Food Show (County, District, State)
- 4-H Horse Show (County, District, State)
- 4-H Fashion Show (County, District, State)
- 4-H Club Officer Training
- 4-H Recordbook Training & Judging
- 4-H Photography Training
- 4-H Club Managers Training
4-H Roundup (County, District, State) ..............................................................................................................
4-H Annual Fundraiser ....................................................................................................................................
National 4-H Week Promotion Event ...........................................................................................................

Family & Consumer Sciences Program Areas
Food & Nutrition ..................................................................................................................................................
Food Preservation & Safety ................................................................................................................................
Food Buying Practices ....................................................................................................................................
Health & Safety ..............................................................................................................................................
Home Environment ..........................................................................................................................................
Clothing & Textiles .......................................................................................................................................... 
Parenting Education .........................................................................................................................................
Texas Extension Education Association, Inc. Study Groups ...........................................................................
Major Family & Consumer Sciences Events
Child Care Conference ........................................................................................................................................

Community Resource & Economic Development Program Areas
Emergency Preparedness & Management
Community Education ...........................................................................................................................................
Animal Issue ....................................................................................................................................................
Youth Education ............................................................................................................................................... 
Major Community & Resource Economic Development Events

EXTENSION PARTNERS & COLLABORATIONS
Focus on identifying local organizations and groups that work cooperatively with Extension-led programming efforts and those serving as primary contacts for each respective group.

Agriculture & Natural Resources
Texas Department of Agriculture ....................................................................................................................
USDA Farm Service Agency ................................................................................................................................
USDA Natural Resources Conservation Service ................................................................................................
County Soil & Water Conservation District ......................................................................................................
County Farm Bureau ........................................................................................................................................

4-H & Youth Development
Independent School Districts ............................................................................................................................
School Association ............................................................................................................................................

List all local groups or organizations that you will work closely with during the year on planned programs. Only include groups that are truly partners or collaborators. This list should change from year to year depending on the programs planned for the year. List these groups for each of the major program areas: ANR, 4-H, FCS, and CRED. The organizations listed are examples. Replace these groups with those that are valid for your county. Be specific.
**Family & Consumer Sciences**
Texas Department of Health & Human Services ..............................................
Texas Workforce Commission ........................................................................
......................................................................................................................

**Community Resource & Economic Development**
Development Council ...................................................................................
Chamber of Commerce ............................................................................... 
County Emergency Committee .....................................................................
......................................................................................................................

**COMMUNITY BASED ORGANIZATIONS**
Focus on identifying local organizations that are important to clientele in the community and those serving as the key contact for each.

**Civic Clubs**
- Kiwanis Club
- Lions Club
- Rotary Club
- In this section, list groups that you would consider to be “grassroots” organizations that hold key opinion leaders in the county. List the agent who is responsible for building or maintaining relationships with each group.

**Faith Based Organizations**
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......................................................................................................................

**PROGRAM INTERPRETATION & MARKETING**
Focus on identifying all relevant elected officials (by name and title) along with others outlets for communicating Extension programs locally and those serving as the key contact for each.

**Elected Officials – (List Names of Individuals)**

**County Elected Officials**
- County Judge ..............................................................................................
- Precinct 1 Commissioner
- Precinct 2 Commissioner
- Precinct 3 Commissioner
- Precinct 4 Commissioner
- State Elected Officials
- State Senator ..............................................................................................
- State Representative ...................................................................................

**State Elected Officials**
......................................................................................................................

**Federal Elected Officials**
- U.S. Congressman ........................................................................................
- ......................................................................................................................

Specifically list the names of each elected county, state, and federal officials representing your county along with the agent with primary leadership for making contact with these officials annually to keep them updated on programs and outcomes in relation to their specific interests. If you don’t know who they are, contact the district office.
Local Elected Officials
Mayor .................................................................
.................................................................
School Board President .................................................................

*Major Media Serving the County*

Radio
.................................................................
.................................................................
.................................................................

Television
.................................................................
.................................................................
.................................................................

Print (Newspaper, Magazine, Industry)
.................................................................
.................................................................
.................................................................

List all mass media that serves your county. Remember that a media group does not necessarily have to be located in your county to serve your county.

**SIGNATURES OF COUNTY EXTENSION FACULTY:**

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All agents must sign this document to ensure that all responsibilities have been developed collaboratively and that all agents are aware of and agree to these responsibilities. This represents your recommendation to the DEA.

Job responsibilities submitted to the district office are reviewed by the DEA and are subject to change by the DEA. Once approved, a signed copy will be returned to the county with notations of changes, if any, or a list of changes needed with a request to re-submit.

Approved: ____________________________

District Extension Administrator Date

District Extension Administrator