

ANNUAL ASSIGNMENT OF JOB RESPONSIBILITIES

County: Your County

Program Year: Calendar Year

**Agent
Responsible**

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
- Community Relations

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.

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Special Programs

- Better Living for
- 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.

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Program Leadership

- County Coordinator
- 4-H and Youth
- Leadership Advisory Board

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.

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PROGRAM DEVELOPMENT

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

LAB-Validated Issues

- Natural Resources
- Agricultural Conservation
- Youth Development
- Nutrition & Wellness
- Parenting & Family
- 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.

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Extension Planning Groups (Program Area Committees, Task Forces, Coalitions, Committees)

- Beef Cattle Com.
- Field Crops Com.
- Range & Pasture
- Wildlife & Fish
- Horticulture Com.
- Master Garden
- Youth Board
- 4-H Adult Lead

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.).

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- 4-H Club Managers.....
- 4-H County Council
- Family & Consumer Sciences Committee
- “Walk Across Texas” Task Force
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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 & H.....
- Field Crops
- Rangeland and.....
- Horticulture
- Entomology
- Major Agriculture
- Crop Tour
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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
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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
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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
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Community Resource & Economic Development Program Areas

- Emergency Preparedness & Management
 - Community Education
 - Animal Issue
 - Youth Education.....
- Major Community & Resource Economic Development Events
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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 S.....
- USDA Natura.....
- County Soil &.....
- County Farm.....
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- 4-H & Youth Dev**
 - Independent.....
 - Home School Association.....
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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.....

 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:

| Signature | Printed Name | Title | Date |
|-----------|--------------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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.

Approved: _____

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.

District Extension Administrator _____ Date _____