

POSITION DESCRIPTION GUIDELINES

May 2018

Required wording on position descriptions noted in RED.

Working Title should include – position, expertise, office location, area or city and should include FTE % if the position is less than fulltime.

Examples:

- Area Extension Agent, Agronomy/Weed Science, Sedgwick County, Golden Plains Area
- Extension Agent, Horticulture/Small Acreage, Douglas County, Castle Rock
- Extension Program Coordinator, 4-H Youth Development (75% time), Pueblo County, Pueblo

Proposed Annual Salary Range – provide the estimated salary range. Please refer to the current Starting Salary Determination Guidelines.

Examples:

- Salary range is \$39,800 - \$69,800. Starting salary will be commensurate with education and experience.
- Minimum starting salary is \$39,800. Starting salary will commensurate with education and experience to a maximum of \$XX.

Description of Work Unit - describe the county/area the position will reside in.

Example:

We are committed to increasing the diversity of our staff and providing culturally responsive programs and services. Therefore, we encourage responses from people of all backgrounds and abilities. We invite you to review Colorado State University's Principles of Community (<http://diversity.colostate.edu/principles-of-community>) that guide our mission and vision of access, teaching, service and engagement.

Douglas County is the best of both worlds—where the desire to serve others is met with a professional work environment and the resources needed to excel in your field. Douglas County is recognized as one of the most pro-business, fiscally healthy and effective local governments in the United States where over 300,000 residents call home. Located south of Denver, the county is among the fastest growing communities in the United States for the past 30 years, luring professionals with an exceptional quality of life enhanced by diverse housing options, proximity to first-rate arts and cultural amenities, world-class sports franchises, and some of the best recreation opportunities in the world. The county provides unique opportunities for its residents to enjoy elements of a rural lifestyle while remaining in reasonable proximity to jobs, shopping, and a variety of activities and amenities typically found in urban and suburban communities.

Colorado State University Extension (CSUE) and Douglas County work cooperatively to provide Extension programming and engagement in the county. The direction Extension programming takes is locally driven. CSUE contributes onsite and campus-based expertise, university and land grant system resources and connections across the state to enhance local programming efforts. To learn more about Colorado State University Extension, go to www.extension.colostate.edu. To learn more, visit the Douglas County Extension website at www.douglas.co.us.

Position Summary – provide a brief summary of the position.

Agent Example:

This position develops, markets and delivers non-credit educational programming in response to community needs. The position will provide leadership, guidance, direction and educational program support to horticulture and agricultural programs in Douglas County. This position will support the Colorado Master Gardener Program in Douglas County. The individual in this position works as a member of the local county Extension team and as a local representative of Colorado State University. This individual works under the guidance and supervision of the Douglas County Extension Director.

Director Example:

The Dolores County Director is a local representative of Colorado State University, works under the supervision of the Western Regional Director and will provide leadership and organization in the development, implementation, evaluation, and reporting of educational programs in community development, agriculture, horticulture, and 4-H focusing on Dolores County but assisting in other counties as appropriate. This position will deliver educational programming as needed. In addition to programmatic responsibilities, the individual will carry out the duties and responsibilities associated with providing broad leadership for all program areas offered by CSU. This position may include administrative responsibilities in neighboring counties.

Position Supervises – How many employees will this position supervise? Include employment groups (SC/AP/County staff).

Examples:

- This position has no supervision responsibilities.
- This position supervises 4 fulltime administrative professional positions and 2 fulltime county employees.

Decision Making – include specific examples of decisions at the highest level of significance that are related to the Essential Job Duties of the position.

This is standard language for agent/associate positions:

Extension agents/associates independently prepare an annual plan of work and prepare for, implement, evaluate and report outcomes associated with their program responsibilities. They choose who to work with, identify locations, what resources/curriculum to use, which learning/teaching strategies will meet learner needs, cost recovery and how to engage volunteers and partners. They are responsible for developing and maintaining relationships with county, school and community partners. They independently manage their time; scheduling programming to meet learner and partner availability and preferences.

Additional information needed:

Example:

This position will be responsible for a budget (program, travel, operating, etc.) of approximately \$XX. In addition, they are responsible for assuring all 4-H entities handle their 4-H finances according to the CSU and IRS rules. They work under the general supervision of the County Extension Director who they may consult with if questions arise.

Required Job Qualifications

- Completed bachelor's degree, master's degree preferred. **OR** Completed master's degree.
- Degree (or One degree) must have been conferred in XX, XX, XX or a closely related field. (Insert all appropriate degree fields.)
- A successful candidate without a completed master's will be required to complete a master's degree relevant to their Extension position within 5 years from the start of employment. Failure to do so may result in termination.
- Ability to communicate through teaching, public speaking/presentation and writing as demonstrated through application materials and experience.
- Demonstrated experience working with people as individuals and in groups; ability to forge equitable and successful partnerships with other professionals and organizations.
- Demonstrated use of technology in managing and/or delivering educational programs.
- Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.

Preferred Job Qualifications

Examples of preferred qualifications if they apply to the position:

- Master's degree in XX, XX, XX or closely related field. (If only bachelor's degree required.)

Examples of additional required OR preferred qualifications:

Professional/Program Experience:

- Background, course work, degree and/or professional experience in XX.

- XX years' course work and/or professional experience must provide a broad and significant understanding of XX.
- Professional experience with, or knowledge of, Extension and the land-grant university system.
- Appreciation and understanding of rural communities and an interest in working with people in a rural environment to address critical issues.
- Experience in audience needs identification and evaluating results of programs and projects, including development of appropriate evaluation instruments.
- Demonstrated effectiveness in supporting a team approach to county, regional and statewide Extension programming.
- Knowledge of and experience with methods of conflict resolution, facilitation and public issues education.
- Experience in effectively translating and communicating technical information to lay people.
- Ability to work effectively as a member of a multi-disciplinary team to affect change and obtain desired outcomes.
- Ability to speak Spanish.

Diversity:

- Personal or professional commitment to diversity as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity outcomes.
- Personal or professional commitment to diversity as demonstrated by involvement in teaching, research, creative activity, service to the profession and/or diversity/inclusion activities.

Financial:

- Successful experience in developing financial support for educational programs including grant writing, fund raising, contracting, or cost recovery efforts.

Youth:

- Experience and demonstrated ability in working with youth and youth organizations, including understanding of youth development and youth program management.
- Demonstrated experience working directly with diverse youth and adult audiences and experience partnering with community organizations to provide educational experiences to diverse youth audiences.

Volunteers:

- Demonstrated experience/training in the recruitment, training, and management of volunteers.
- Demonstrated experience in the management of a volunteer program that includes volunteer recruitment, selection, orientation, supervision, training, assignment, evaluation, recognition and movement of volunteers into progressively more responsible roles in the organization.

Public Relations:

- Experience in promoting, marketing or creating public awareness of program/services among key community decision-makers.
- Demonstrated ability to work effectively with mass media (TV, Internet, radio, newspapers).

Administration/Supervision:

- Personal and/or professional experience (a minimum of ____ years) which has resulted in the capacity to manage and lead a complex office, including: the ability to organize, direct and formulate organizational practices; to select, supervise and motivate employees; develop and manage a budget; and to establish and maintain effective working relationships with peers, staff, other departments and agencies, and the general public that inspires loyalty, excellence and integrity.
- Ability to organize, direct, and formulate organizational practices; to supervise and motivate employees; and to establish and maintain effective working relationships with peers, staff, other departments and agencies, and the general public that inspires loyalty, excellence, and integrity.

ESSENTIAL JOB DUTIES - Please use two or more of the **ESSENTIAL JOB DUTIES** listed below. No **ESSENTIAL JOB DUTY** area should total <10%. The percentage of all **ESSENTIAL JOB DUTIES** used must total 100%. It is not necessary to use all 4 areas. Except for the statements in red, the following bullets are only examples. You may provide your own.

Program Planning, Development, Delivery, Evaluation and Reporting: XX%

- Develop, market, deliver and evaluate non-credit educational programming in response to locally identified needs in XX, XX (list program needs/areas).
- Provide leadership for an actively engaged XX program in XX County. Seek out and develop local relationships, identify priority programming opportunities and develop, deliver, facilitate and evaluate appropriate educational opportunities.
- Actively participate in one or more Extension work teams to provide expertise for program and information development, delivery and evaluation efforts statewide.
- Provide program and information delivery support to colleagues in area(s) of specified expertise as appropriate.
- Effectively communicate and coordinate resources, research and programming with personnel/staff of Colorado State University and other organizations.

Note: % of job assigned to this duty may be changed as the program develops. (This is required)

Initiate and Develop Relationships and Partnerships: XX%

- **Assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences.**
- Support and build relationships with groups or committees such as XX related organizations, etc.
- Work with advisory committees, community leaders, area agencies and non-profits to continually assess conditions and develop effective plans of work providing measurable program outcomes.

Note: % of job assigned to this duty may be changed as the program develops. (This is required)

Volunteer Recruitment, Development and Management: XX%

- Provide leadership opportunities and training for 4-H leaders that will increase their effectiveness in working with youth and retain their commitment as volunteer leaders over sustained periods of time.
- Maintain effective communication with Colorado State University personnel, community leaders, and other agencies/organizations to enhance strong program development, delivery and evaluation.

Note: % of job assigned to this duty may be changed as the program develops. (This is required)

Administration and Supervision: XX%

- Promote and represent Extension and Extension programming throughout the community and within XX County government; engage staff to do the same.
- Provide administrative and program leadership for strategic delivery of Extension educational programs in XX County and support efforts to program across multiple counties.
- Build and innovate an environment of teamwork and collaboration within the office, in the county as well as with external partners.
- Seek out, develop and manage external partnerships and funding sources to support programming efforts.

Note: % of job assigned to this duty may be changed as the program develops. (This is required)

Supervisor – provide name of supervisor.

Organizational Chart – An organizational chart must to be submitted with every position. Our office will provide you with an organizational chart to review and approve when the position is submitted in TMS.