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| CSU Extension Job Description Template | | |
| Employee Name: | | Supervisor’s Name: |
| Primary County/Area of Responsibility: (home base) | | Title of position: (check all that apply),  \_\_\_\_\_ Program Associate  \_\_\_\_\_ Extension Agent  \_\_\_\_\_ Area Extension Agent  \_\_\_\_\_ Regional Specialist  \_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_ with County Director responsibilities  \_\_\_\_\_ with Area Director Responsibilities |
| Program Area(s) of Responsibility: (check all that apply)  \_\_\_\_\_ 4-H  \_\_\_\_\_ Community Development  \_\_\_\_\_ Cropping Systems  \_\_\_\_\_ Energy  \_\_\_\_\_ Environmental Horticulture  \_\_\_\_\_ Family and Financial Stability  \_\_\_\_\_ Food Systems  \_\_\_\_\_ Livestock and Range  \_\_\_\_\_ Natural Resources  \_\_\_\_\_ Nutrition Food Safety and Health | |
| Program or Emphasis Area of Responsibility: (i.e. Nutrition, Agronomy | | |
| Position Summary (brief statement of the overall function and purpose of the position) | | |
| ESSENTIAL JOB DUTIES are described in four main categories; please use two or more categories (listed below). No ESSENTIAL JOB DUTIES category should total <10%. The percentage of all ESSENTIAL JOB DUTIES categories used must total 100%. (Please list duty statements in bullet form under each category.)  **Program Planning, Development, Delivery, Evaluation and Reporting: XX%**  **Initiate and Develop Relationships and Partnerships: XX%**  **Volunteer Recruitment, Development and Management: XX%**  **Administration and Supervision: XX%** | | |
| Search Key Words: (Key words should describe your areas of Extension program and subject matter expertise). | | |
| Date Completed: | Reviewed and Approved by:  Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Regional Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| NOTE: Copies of this approved job description to be provided via email to immediate supervisor, regional director, Assistant Director, Operations and Director, Technology. | | |