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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. |