

Position Description - Extension Agent

- Analyze national, Colorado, and county data, local resources, and historical information in order to identify community assets, program needs, and educational opportunities.
- In cooperation with community groups, local leaders, Extension Advisory Committees, County Extension Director, Regional Director, work teams and other Extension professionals, develop annual multi-county Plan(s) to Invest in assigned program areas.
- Actively solicit and involve minorities and other under-represented groups in planning programs to ensure their participation. Responsible for civil rights policies and compliance with affirmative action.
- Consult with Extension professionals and staff, Extension work team, University researchers, and other experts in the development of educational programs, applied research, and scholarly works. Periodically share progress and outcomes with stakeholders.
- Conduct creative programming and utilize new technology, which may include problem solving research, to address priority needs of target audiences. Participate in statewide work teams to develop new and creative programming efforts.
- Prepare educational material, evaluation instruments, teaching materials and publicity information in support of state, county, and community initiatives. Disseminate educational materials through county and area-wide events, workshops, field days, websites, newsletters and other mass media methods, use of volunteers, and other methods.
- Identify and pursue resources (grants, contracts, in-kind contributions, cost recovery fees, etc.) to enhance the county program; work with cluster and state teams to attract and use such resources for larger projects. Manage county and grant budget allocations where appropriate.
- Counsel with the County Extension Director and Regional Director to evaluate program effectiveness and personal achievements as an Extension professional. Evaluate and document expected results and impacts of educational programs on clientele in annual Contribution Report(s).
- Function as a resource for other agencies and organizations. Promote interaction and cooperation among commodity groups, local, state and federal agencies.

- Serve in the roles of catalyst, advisor, trainer, and broker for Extension programs in the county/area. Build collaborative relationships with other agencies to multiply effectiveness and outreach potential.
- Promote public understanding and support for Extension and University programs. Promote CSU Extension as the outreach arm of the state land-grant university. Market programming and resulting outcomes/impacts.
- Communicate program results to professional peers, clientele and stakeholders through periodic reports, scholarly works, and various types of publications, including electronic media, popular articles, bulletins and scientific articles.
- Develop effective working relationships with staff and colleagues that contribute to the effectiveness of the county/area Extension office, CSU Extension, and Colorado State University. Perform as a collegial member of CSU Extension. Contribute to a positive local county work environment.
- Maintain professional competence through study, participation in professional activities and the application of knowledge and skills on the job. Maintain high ethical and professional standards, and loyalty to CSU Extension and Colorado State University.

If these circumstances exist:

- Develop a volunteer work force to enhance program delivery and outreach opportunities. Includes identification of the need for volunteers (or more volunteers), recruitment and selection strategies, rewarding work assignments, training, evaluation and recognition of work.

Lines of responsibility: The County Extension Agent is responsible to the County or Area Director.

12/15/2009