

Position Description – County/Area Extension Director

- Provide overall leadership for and coordination of the county or area Extension program. Working with Extension personnel and clientele, develop, enhance and implement a forward-thinking vision which will strengthen Extension's professional presence in the county/area and its role in local communities.
- Develop an annual area shared budget and/or individual county budgets, with appropriate and support from Extension personnel, and present budget request to Boards of County Commissioners. Advocate for budget approvals and enhancements.
- Serve as liaison with Boards of County Commissioners. Foster and maintain positive relationships with county commissioners and administrators.
- Conduct evaluations of administrative professionals and staff in the county/area.
- Contribute to recruitment and hiring of agent and program associate positions, within the area/county, including state and local Extension interview processes, in cooperation with County Commissioners, advisory committees, Regional Director and Extension Administration. Work with Boards of County Commissioners or county administration to fill vacant support staff positions.
- Strengthen and maintain an effective Extension Advisory Committee(s) and other county leadership groups that help plan, conduct and evaluate the county/area Extension program. Schedule regular meetings between the Extension Advisory Committee and Extension faculty and staff.
- Communicate the total planned county program to co-workers, state Extension Administration, department heads, advisory committees, Boards of County Commissioners, clientele and the general public, keeping them well informed of status, program goals, progress and results.
- Provide leadership in promoting Extension educational opportunities with individuals, groups, firms and organizations.
- Establish and maintain advocacy, support or collaboration relationships both internal and external to the University as appropriate.
- Provide federal, state and county accountability, and generate and allocate resources in support of county/area programs.
- Manage fiscal resources, including making budget decisions transparent, allocating travel budget and approving all leave requests, travel requests, expense accounts and other claims for reimbursement of county faculty and staff.
- Enhance morale and contribute to a positive and professional work environment.

- Implement policies and procedures of Colorado State University. Maintain required records.
- Develop affirmative action efforts that actively involve minorities and protected classes in planning and implementation of county programs that are relevant to their needs and thus encourage their participation.

Lines of responsibility

The County/Area Extension Director is responsible to the Regional Extension Director and through that person to the state Extension Director. All county-based Extension personnel are responsible to the County/Area Extension Director.

12/15/2009