

Position Description - Regional Director

- Provide leadership and direction within the Region to assure that organizational standards and policies are maintained and followed. This includes, but is not limited to, conducting annual performance reviews, reviewing annual performance reviews conducted by County/Area Directors, conducting performance counseling as needs arise, and assuring regional Program Development and Impact reporting is achieved throughout the region in a timely manner.
- Work with County/Area Directors to develop and secure county budgets to assure successful operations in the field. This includes, but is not limited to, identifying operational costs, consulting on methods of budget negotiation, meeting with County Commissioners to discuss questions and concerns that may pertain to local budget requests, and assisting County/Area Directors with their overall budgetary strategy and success.
- Provide leadership to the hiring of Extension positions throughout the region. This includes updating the position vacancy announcement to assure current priorities are addressed, serving as chair of the state search committee, working with the committee to develop advertising and recruitment plans, conducting reference checks, arranging interview details, and providing oversight to assure fair and equitable treatment to all candidates. Once a hiring decision is made by the Extension Director, the Regional Director works to complete the hiring process by negotiating the job offer with the candidate and assisting the successful candidate with organizational orientation.
- Take an active role in professional development of Extension personnel in the field by providing leadership to the County/Area Directors' Conference (rotating basis), continual leadership to professional development meetings within the region, and by working with staff on an individual basis to support their growth as professionals in their positions.
- Work with Extension personnel to address conflict situations as they arise in the counties. These conflicts may be a result of clientele concerns with local Extension programs, or a result of conflict within or between Extension offices. The Regional Director often serves in the role of mediator and negotiator.
- Provide leadership and direction to the development of multi-county programming in the field. This involves meeting with County Commissioners, Advisory Committees, Extension staff, and others, to build programming units that allow for a value-added approach to Extension programs. The Regional Director continues to assess the evolution of multi-county programming to achieve success.

- Serve as an engaged participant on the Extension Director's Administrative Council (DAC) and with the Associate Director's Program Leadership Team (PLT). This involves contributing to complex discussions and decisions as related to all matters of organizational operation including personnel, budgets, program development, program reporting, and organizational accountability.
- Assure compliance with affirmative action by meeting with county Extension offices on a periodic scheduled basis to review files, procedures, and policies so that Extension offices are complying with both Federal and Colorado State University Civil Rights and Affirmative Action policies.

Lines of responsibility

The Regional Director is responsible to the Extension Director. All County/Area Extension Directors are responsible to the Regional Director for the region/area they are employed in.

12/15/2009