

AgriLife Position Description

8303
COUNTY EXTENSION AGENT – COMMUNITY RELATIONS
7/27/10

SUMMARY

General Description: Administratively responsible to the District Extension Administrator. The county Extension agent's primary role is to inform and teach. Agents provide information for local residents in workshops and seminars, at community events, through the media, and with a variety of information technology tools. An equally important part of the job is working with people. Agents work as a team with other agents in the county office. And they work extensively with committees of local residents to identify educational needs and with volunteers who help implement programs to meet those needs. They also cooperate with other agencies, businesses, school districts, community groups or organizations to jointly sponsor educational programs.

DUTIES

Program Implementation (40%):

- (1) Responsible for implementing the planned educational programs and activities in assigned program areas.
- (2) Supports and assists in the implementation of educational programs and activities in program areas for which other staff members have assigned leadership responsibilities.
- (3) Provides leadership or serves in a support role in implementing educational programs which address critical issues and/or emerging needs.
- (4) Identifies, recruits, and trains local volunteer leaders to enable them to effectively perform their duties while serving on committees, clubs, and/or organizations.
- (5) Utilizes a variety of teaching methods, strategies/techniques, activities, and materials in conducting educational programs.
- (6) Complies with the provisions of Title VI of the Civil Rights Act of 1964 and the Affirmative Action Plan of Texas AgriLife Extension Service in conducting Extension educational programs.
- (7) Works with and supports Extension-sponsored groups, such as 4-H clubs, Texas Extension Education Association clubs, and master volunteer groups toward the achievement of increased participation and strengthened programs.

Program Planning (15%):

- (1) Responsible for planning with committees, task forces, groups, and organizations to conduct educational programs and activities.
- (2) Develops comprehensive outcome and output program plans which address base programs, critical issues and clientele needs.
- (3) Plans evaluation strategies for outcome directed programs and significant program activities.
- (4) Plans regularly with the total staff to coordinate programming efforts.
- (5) Coordinates and collaborates with other agencies, groups and organizations to plan educational programs.

Program Evaluation (10%):

- (1) Utilizes appropriate evaluation strategies/techniques to determine the progress of outcome programs and other program activities in reaching the objectives of the county program.
- (2) Utilizes evaluation results to make program revisions and modifications.
- (3) Utilizes evaluation data and program outcomes to interpret program impacts to elected officials, key leaders and stakeholders.

Reporting and Interpretation (10%):

- (1) Maintains appropriate communications with county, district, and administrative staffs to facilitate comprehensive understanding of the county program.
- (2) Prepares monthly, annual and special reports and outcome program summaries to demonstrate results of planning, program accomplishments, and changes in behavior resulting from the educational programs.
- (3) Conducts multiple interpretation events for county and state elected officials to report on program accomplishments and outcomes.

Individual Development (10%):

- (1) Develops a long-range professional improvement plan with the appropriate District Extension Administrator and appropriate input from Regional Program Directors.
- (2) Develops annual individual development plan which addresses short term professional improvement needs and career goals.
- (3) Participates in formal and informal training opportunities to increase knowledge and skills and maintain technical competencies.

Office Management (10%):

- (1) Maintains a neat office which facilitates effective working conditions and presents a favorable image.
- (2) Keeps informed on Extension policy, research reports, and publications which are applicable to program responsibilities and position description.
- (3) Participates in regularly scheduled county staff conferences to coordinate plans, activities, and joint work to promote staff teamwork and to make the best use of each agent's time.
- (4) Assists in the maintenance of files, mailing lists, membership rolls of Extension-related organizations, and inventories.
- (5) Keeps informed on and complies with the Equal Employment Opportunity Program of Texas AgriLife Extension Service. Cooperates with the county coordinator and other staff members in the development and implementation of an EEO Action Plan for the county office unit.
- (6) Participates in recruiting, employing, training, and other related activities for secretarial and paraprofessional personnel the agent supervises or jointly supervises in accord with the policies and procedures of the Equal Employment Opportunity Program of Texas AgriLife Extension Service.
- (7) Conducts annual performance review with each support staff member the agent is assigned to supervise or coordinates with other staff members with joint supervision responsibilities for the review.

Other duties as assigned (5%).

The responsibilities of the County Extension Agent are performed in a professional manner through coordination and cooperation with other county staff members under the supervision of the assigned administrator.

EDUCATION

Required: Masters degree in appropriate discipline (Bachelor's degree with 8 year agreement to obtain Masters). NOTE: Urban designated counties require completed Masters degree.

Preferred: Graduate degree in youth development, education, early childhood, sociology, agriculture, family and consumer science, or field closely related to job responsibilities.

EXPERIENCE

Required: No prior experience is required. NOTE: Urban designated counties require minimum of three years professional level experience.

Preferred: Demonstrated professional and technical competencies in areas related to assigned county.

KNOWLEDGE, ABILITIES AND SKILLS

Required: Computer competencies required. Strong service ethic and desire to work with all audiences in assigned county, regardless of socioeconomic level, race, color, sex, religion, disability or national origin. Ability to communicate effectively.

Preferred: Bi-lingual (English/Spanish) skills.

OTHER REQUIREMENTS OR FACTORS

Required: Travel connected with official duties may be required. This may include attendance at night and/or weekend meetings, participation in out-of-county events. Must have access to personal vehicle and obtain/maintain valid driver's license and appropriate liability insurance. Must have willingness to work necessary hours to fulfill job responsibilities (some evenings and weekends). Must reside in assigned county (NOTE: Urban designed counties exempt from this requirement).

LICENSES, CERTIFICATES OR REGISTRATION

Required: None required as a condition of employment.