

AgriLife Position Description

8887
REGIONAL PROGRAM DIRECTOR – FAMILY & CONSUMER SCIENCES
7/27/10

SUMMARY

General Description: Administratively responsible to the Associate Director. Provides leadership for Extension educational programs in the assigned subject matter program area for the region. Provides overall vision and regional leadership for the development, implementation, evaluation and interpretation of Extension programs, targeting both traditional and nontraditional audiences.

DUTIES

Provides leadership for Extension educational programs in the assigned subject matter program area for the region. Provides overall vision and regional leadership for the development, implementation, evaluation and interpretation of Extension programs in FCS, targeting both traditional and nontraditional audiences. This position reports to the Associate Director for FCS. 25%

Works cooperatively with other Regional Program Directors, District Extension Administrators, County Extension Directors, Department Heads, Associate Department Heads/Program Leaders, Specialists, AgriLife Communications, Senior Administrative Leadership Team, Texas AgriLife Research and Cooperative Extension Program leadership in program planning, involvement of specialists and/or other faculty in county, district and regional training and educational programs and identification of emerging issues. Determines program direction, acquires resources for program enhancement and establishes priorities for resource allocation to most effectively impact Extension's state/regional goals related to FCS. 30%

Works cooperatively with the Senior Administrative Leadership Team, District Extension Administrators and County Extension Directors to guide the planning, implementation, evaluation and interpretation of interdisciplinary programs (i.e. CRED) for targeted clientele. 15%

Provides input into the selection, annual program plan development and performance appraisal of Extension agents and related personnel to District Extension Administrators and County Extension Directors. 9%

Works collaboratively with State and Regional Better Living for Texans (BLT) office. Provide leadership in determining county BLT participation level involving Regional Program Manager and District Extension Administrators; monitor BLT program needs and changes, provides input to Regional Program Manager, District Extension Administrator and State office on program successes and needed improvement. 8%

Facilitates interactive relationships within Texas A&M AgriLife, The Texas A&M University System, state and federal agencies, and other universities within the designated region. 5%

Responsible for compliance with Affirmative Action/Equal Opportunity/Civil Rights Guidelines related to programming functions. 3%

Serves on regional/district/state boards and committees related to FCS programming. 2%

Works cooperatively with District Extension Administrators and Resident Directors to support the vision, mission, goals and program activities of the regional Research & Extension Centers. 2%

Other duties as required. 1%

EDUCATION

Required: Masters degree in Family & Consumer Sciences or a related field.

Preferred: Ph.D. in Family & Consumer Sciences or a related field.

EXPERIENCE

Required: Five years of Extension experience.

Preferred: Experience with Texas AgriLife Extension Service.

KNOWLEDGE, ABILITIES AND SKILLS

Required: Systematic and comprehensive program development, implementation and evaluation addressing diverse clientele needs, and leading to clear outcomes and economic impact. Effective teaching capability. Demonstrated leadership capabilities. Ability to communicate clearly verbally and in writing. Basic computer skills.

Preferred: Grant, contract, and/or external fund acquisition and management. Leadership positions in professional associations. Demonstrated program interpretation effectiveness with elected officials. Demonstrated volunteer recruitment and management. Demonstrated coalition and partnership development for program support and implementation. Specialized computer skills including Excel, Power Point, and other software used in reporting and educational presentations. Bi-lingual skills.

OTHER REQUIREMENTS OR FACTORS

Required: Ability to establish effective working relationships and to work effectively on teams.