



**Job Vacancy #50-09:  
Extension Agent (Family & Consumer Sciences) and County Extension Director  
Moffat County, Craig, Colorado**

**Moffat County** is located in Northwest Colorado. The 2006 population estimate for Moffat County is 13,680 and growing slightly. The population is 85 percent White (non-Hispanic), and 13 percent Hispanic. Median household income is \$46,100, versus the Colorado average of \$50,100. Median value of owner-occupied housing (2000 data) is \$104,600 versus the Colorado average of \$166,600. Poverty percent is 9.5 percent versus the Colorado average of 10.2 percent (2004 data). Energy (coal, oil, and gas) and agriculture (cattle, sheep, grain, pastures, and forages) are prominent industries. Tourism is important and consists of hunting, fishing, golfing, river rafting, snowmobiling, skiing, and other outdoor pursuits. The primary rivers in Moffat County are the Green, and the Yampa, both which provide essential irrigation. The town of Craig offers many amenities important to quality of life. Craig is 42 miles west of Steamboat Springs, a popular destination for both winter and summer recreation, including Steamboat Ski Area. To learn more about Colorado State University Extension, go to <http://www.ext.colostate.edu>.

**APPLICATION PROCESS AND DEADLINE:** All Materials must be **RECEIVED** no later than March 25, 2009 for full consideration. Please submit the following via e-mail to apply:

- Cover letter
- Statement (no more than 5 pages) that addresses how you meet all the "Required" and "Desired" criteria listed in the Vacancy Announcement
- Resume
- Transcripts of college(s) course work **showing degrees conferred**
- Name, address, telephone, e-mail address, and your relationship to at least four (4) references (Note: Applicant will be notified **PRIOR** to references being contacted.)

E-mail all materials to [cepersonnel@ext.colostate.edu](mailto:cepersonnel@ext.colostate.edu). If you are unable to e-mail your materials, please call 970-491-7866 for alternate delivery methods.

For questions regarding the application process, contact 970-491-7866 or [cepersonnel@ext.colostate.edu](mailto:cepersonnel@ext.colostate.edu).

For questions regarding the job vacancy and responsibilities, please contact Nathan Moreng, 970-241-3346 or [nathan.moreng@colostate.edu](mailto:nathan.moreng@colostate.edu).

**PURPOSE OF POSITION:** To provide leadership, guidance, and direction to the development and implementation of the Family and Consumer Science program in Moffat County. To serve as a resource in Family and Consumer Sciences to neighboring counties and to work with Extension teams in Colorado as needs arise. As County Director, provide administrative leadership and management for the Extension office in Moffat County.

**RESPONSIBILITIES AND RELATIONSHIPS:** The individual in this position works under the supervision and guidance of the Western Regional Director and is a local representative of Colorado State University Extension. The Extension office has one other Extension Agent (4-H Youth) and several support staff. There is potential for a joint appointment in an appropriate department at Colorado State University upon the review and approval of the department's faculty. The successful candidate will:

- Develop, implement, and evaluate non-credit educational programs in Family and Consumer Science programs including human nutrition and health, food safety, family financial management, household radon, and other programs that are associated with the Core Competency Areas of Colorado State University Extension and relevant to the county. Review the web link for a complete listing: <http://www.ext.colostate.edu/staffres/program/cca.html>
- Work with other Extension professionals in neighboring counties, and throughout Colorado, to provide Family and Consumer Science expertise in support of their educational programs.
- As County Director, provide administrative leadership and direction within the Extension office. The County Director provides leadership in the identification of goals, in development and management of budgets, and in assuring Extension programs produce results. The County Director supervises other employees.
- Provide support to the 4-H Youth program in areas of Family and Consumer Sciences. Work as a team member to help successfully conduct important county 4-H events (District Retreat, County Fair, others).
- Work with County Commissioners, Advisory Committees, agencies, and individuals within the county, to assure that educational needs are being addressed.
- Assure compliance with civil rights and affirmative action policies including reaching out to underserved and under represented audiences.
- Provide other duties as assigned.

**SALARY:** Commensurate with training and experience.

**EDUCATION AND EXPERIENCE REQUIRED:**

- Master's degree in an area related to Family and Consumer Sciences. M.S. degree must be completed prior to beginning employment.
- Evidence of ability to provide leadership and direction with other educational programming that is broader than the discipline of training.
- Evidence of ability to provide administrative leadership and management including supervision of staff, budgeting, and accountability reporting.
- Demonstrated skill working with people as individuals and in groups.
- Evidence of drive and initiative.
- Demonstrated leadership ability.
- Ability to communicate (oral, written, listening, and public speaking/presentation skills).
- Understanding of different ethnic and socioeconomic audiences, commitment to include diverse voices in program prioritization and planning, and a commitment to developing and delivering both inclusive and targeted programming.
- Computer literacy as demonstrated by evidence of computer use in educational programming.
- Knowledge of and experience with methods of conflict resolution, facilitation, and public issues education.
- Appreciation and understanding of rural communities and an interest in working with people in a rural environment to address critical issues.

**EDUCATION AND EXPERIENCE DESIRED:**

- Experience in educational programs that help individuals and families cope with increasing cost of living, primarily as related to food and fuel costs.
- Experience with the wide variety of inquiries that come to an Extension office including but not limited to horticulture, entomology, food preservation, pest control, wildlife, and others that necessitate a response from the office.
- Experience with volunteer programs such as Master Food Preservers, Master Gardeners, 4-H, or other similar programs, where volunteers are actively involved.
- Demonstrated experience/training in the recruitment, training, and management of volunteers.
- Experience in audience needs identification, program development, delivery, and evaluation.
- Demonstrated effectiveness in supporting a team approach to county, regional, and statewide Extension programming.
- Experience in Extension within a Land-Grant College or University.
- Successful experience in developing financial support for educational programs including grant writing, fund raising, contracting, and cost recovery efforts.
- Ability to speak Spanish.

**BENEFITS:** Based on full-time employment. Twenty-four working days vacation each year, 15 days sick leave. Enrollment in group health, life and accident insurance, various retirement plans, work injury benefits, and disability insurance are all available. Available personal transportation required, travel allowance provided. Colorado State University provides an allowance for moving new employees.

Colorado State University is an equal opportunity/affirmative action institution and complies with all federal and Colorado State laws, regulations, and executive orders regarding affirmative action requirements in all programs. The Office of Equal Opportunity and Diversity is located in 101 Student Services Building. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to so identify themselves.

Colorado State University Extension operates in compliance with the same laws and executive orders as the University as administered by the U.S. Department of Agriculture relations. As a part of the USDA regulations, the Extension Equal Employment Opportunity representative may be contacted at 1311 South College Avenue, Room 102, Colorado State University.

Under the Colorado Open Records Law in order for application materials to be treated as confidential a specific written request that all materials submitted be held in confidence must accompany your application. Such confidentiality cannot be extended to those identified as "finalists" i.e. selected for interview by the Search Committee.

<p><b>BACKGROUND CHECK:</b> Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.</p>
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Application process and additional information may be obtained at our Web site: [www.ext.colostate.edu](http://www.ext.colostate.edu) (click on Employment) or by contacting:

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