

CSU Extension Job Description Template	
Employee Name Joe Green	Supervisor's Name Sally Blue
Primary County/Area of Responsibility (home base) Perfect County	Title of position (check all that apply), <input type="checkbox"/> Program Associate <input checked="" type="checkbox"/> Extension Agent <input type="checkbox"/> Area Extension Agent <input type="checkbox"/> Regional Specialist <input type="checkbox"/> Other _____ <input type="checkbox"/> with County Director responsibilities <input type="checkbox"/> with Area Director Responsibilities
Program Area(s) of Responsibility: (check all that apply) <input type="checkbox"/> Family and Consumer Science <input checked="" type="checkbox"/> Agriculture <input checked="" type="checkbox"/> Horticulture <input checked="" type="checkbox"/> Natural Resources <input type="checkbox"/> 4-H Youth Development <input type="checkbox"/> Sustainable Community Development Emphasis area (i.e. Nutrition, Agronomy)	
Multi County Cluster (list counties) Perfect, Not-so Perfect, and Almost Perfect Counties	
Program Area(s) of Responsibility within Cluster Provide leadership for Master Gardener and Native Plant Master programs in three counties	
Position Summary (brief statement of the overall function and purpose of the position) The primary purpose of the Extension Agent, Agriculture, Horticulture & Natural Resources position is to deliver research-based, objective, informal education to solve problems, develop leadership, and manage resources wisely. The educational program is directed toward	

agricultural producers, green industry, ranchers, agency personnel, environmental and community organizations, families and businesses that raise plants or livestock, and the interested public. The agent develops, conducts, and evaluates programs that address priority needs of the county, state, and nation. The Agent works with diverse clientele and colleagues using a variety of teaching methods.

Job Responsibilities/Specific Duties (please list in bullet form in order of your time commitment to each duty. Include responsibilities that require 5 % or more of your time). Expand this space as necessary. (Note: start all bullets with a verb.)

Conducts creative programming in agriculture and natural resources and utilizes new technology, including problem solving research, to address priority needs of farmers and ranchers. Seeks external funding (in-kind, cost recovery and grants/contracts) to support programming

Prepares educational material, evaluation instruments, teaching materials and publicity information in support of Master Gardener Program. Disseminates educational materials through county and cluster events, workshops, field days, websites, newsletters and other mass media methods, use of volunteers, and other methods.

Prepares educational material, evaluation instruments, teaching materials and publicity information in support of Native Plant Masters Program. Disseminates educational materials through county and cluster events, workshops, field days, websites, newsletters and other mass media methods, use of volunteers, and other methods.

Evaluates and documents expected results and impacts of all educational programs on clientele. Communicates program results to both professional peers and clientele through periodic reports, scholarly works, and various types of publications, including computer programs, popular articles, bulletins and scientific articles.

Prepares required reports; participates as an active member in county/cluster/area team as well as appropriate working group(s); manages county and grant budget allocations where appropriate; performs appropriate service that contributes to the effectiveness of the county and cluster Extension offices, CSU Extension, Office of Outreach and Strategic Partnerships , and University; promotes public understanding and support for Extension and University programs; performs as a collegial member of CSU Extension.

Develop an Affirmative Action program that actively involves minorities and protected classes in planning and implementation of county programs that are

% of Time

20

30

25

10

10

relevant to their needs and thus encourage their participation.	5
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Additional characteristics to be considered in order to be successful in multi-county efforts (availability of technology, distances, terrain, availability of high speed internet, population, ethnic and economic diversity, specialties of others in your cluster, etc.). (optional)

Date Completed	<p>Reviewed and Approved by</p> <p>Supervisor _____</p> <p>Regional Director _____</p> <p>Director _____</p>
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NOTE: Copies of this approved job description to be provided via email to immediate supervisor, regional director, and Assistant Director, Operations.