

Job Description for Extension Area Director

The Area Director is responsible for overseeing all aspects of UK Extension operations in one or more counties. Responsibilities include supervision (direct and indirect) and employee development for extension personnel, fiscal oversight, and managing relationships with the county boards/advisory councils. This position fosters teamwork and communication throughout the counties, promotes effective programming, and instills the values of UK.

Employee Management/Employee Development – 30%

1. Provides direct supervision for all staff (County Agents and support staff) except: i) Program Assistants and program-specific Extension Assistants, which will be supervised by program area agents, and ii) custodial staff, which would be supervised by an agent. This would include conducting performance evaluations, coaching, and undertaking corrective action when necessary, etc.
2. Provides directly or oversees the management of mentorship efforts for all agents and staff.
3. Monitors schedules and work completion.
4. Follows Kentucky Cooperative Extension Guidelines for county operation.
5. Facilitates communication amongst the counties and shares information from main campus in consistent and timely manner.
6. Divides time equitably between counties sufficient to meet the needs of each county.
7. Works with agents and staff in the office to coordinate day to day oversight of staff, fiscal matters, facilities, boards and councils.
8. Responsible for management, staffing, maintenance, safety and educational effectiveness of all local Extension facilities.
9. Advises and directs county staff regarding College and University policies and procedures, including changes and updates.

Financial and Public Accountability – 25%

1. Responsible for overall budget management, operating budget process, and accounting protocol for the office.
2. Develops and/or improves current business practices to facilitate positive change and ensure efficiency and effectiveness in serving customer needs.
3. Works with Director of Financial Operations to develop improved policies and improved accounting, statistical, and support service.
4. Interprets and ensures compliance with all State (KRS), University, Extension and Local policies and procedures, rules and regulations, as related to county operations.
5. Ensures annual KRS mandated county financial audits and required financial reports are completed, reviewed and submitted to the Department of Local Government.
6. Reviews the periodic county accounting reports and distributes as necessary with Regional Director and county personnel.
7. Provides timely and accurate reports to the Director of Financial Operations, Regional Directors, and others as required.
8. Ensures Client Protection and Risk Management guidelines are implemented within all program areas.



Program Development – 15%

1. Collaborates with Program Area Assistant Directors to evaluate, monitor and oversee effective and consistent program implementation throughout the region.
2. Provides leadership to ensure that educational programming meets the needs of eligible clientele regardless of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.
3. Provides strategic leadership to develop agent job responsibilities that allow and encourage agents to develop a dynamic program in rural, urban, or suburban environments.
4. Communicates programmatic needs to the University and helps work to ensure programs are developed to meet needs identified within the County.
5. Ensures quality of educational programming across all program areas.
6. Observes and evaluates each agent's programming on a regular basis.

Interaction with County Boards/Advisory Councils – 15%

1. Provides leadership and communication with Extension District Boards and Extension Councils.
2. Routinely attends Extension District Board/County Extension Council Meetings and effectively communicates UK messaging and directives.
3. Oversees the recruitment, development, and utilization of the County Extension Council to identify local issues, conduct and evaluate educational programs, and to determine staffing needs of the county.
4. Secures financial resources for Extension programs.
5. Ensures County Extension Council and program advisory councils are appropriately diverse and represent all stakeholders within the county.
6. Ensures the Extension District Board's compliance with Kentucky Revised Statutes and University of Kentucky operational procedures that pertain to fiscal matters, staffing and programming.
7. During times of agent vacancies, works with Regional Extension Director to fill the position(s).
8. Works with Extension District Board to effectively manage maintenance and operation of county facilities, properties and equipment and related bidding processes.
9. Builds effective working relationships with county government, local agencies, key decision makers, and clientele groups.
10. Networks and builds relationships among diverse groups and individuals to market and support Extension.
11. Manages and maintains a positive relationship between campus and the county clientele, Extension District Boards and County Extension Councils.

Communication / Facilitation / Collaboration / Teamwork – 10%

1. Serves as a group facilitator to convene or intervene with groups that need a neutral facilitator to foster successful outcomes.
2. Helps identify, solve problems or make decisions.
3. Exhibits and promotes teamwork within the Extension organization at area, regional, and state levels, acting as a mentor and contributing to the professional development of all agents.
4. Facilitates intra-office communication and integrated program development.
5. Demonstrates open and efficient communications among agents, support staff, and Extension clientele.

Communication / Facilitation / Collaboration / Teamwork – 10% (continued)

6. Ensures effective programming evaluation to publicize Extension's impact, accomplishments and to improve future programming.
7. Ensures program outcomes are documented and shared with community and elected officials and the public.
8. Works with Kentucky State University Extension professionals to support regional and local collaborations.

Professional Standards, Customer Service and Organizational Improvement – 5%

Consistently live out the commitment to the College of Agriculture, Food and Environment tenets of excellence, competence, respect, flexibility, communication, and learning. Model and promote excellent customer service to all internal and external constituents. Expand professional knowledge through training, classes, and seminars. Other duties as assigned.