Frequently Asked Questions
County Managers

UK Extension is committed to transparency and increased communication regarding the action plan process. These Frequently Asked Questions (FAQs) are being given you to help direct conversations you may have with staff, colleagues, or stakeholders. FAQs will be availability publically at http://extension.ca.uky.edu/review-action-plan

Q1. When can I expect a County Manager to be hired in my county office?
A1. The County Manager position has been designed to relieve the workload of District Directors and Agents by supervising county operations and addressing personnel matters within the county offices. One County Manager, hired outside of the Review process, is already in place in Boone County. Several counties plan to begin the process of hiring county managers and will pilot the process.

It is important to remember that hiring a county manager is a recommendation, not a mandate. While the College administration sees great value in that position, counties are not required to fill it. However, counties opting not to hire a county manager will need to develop and implement effective strategies to ensure appropriate fiscal oversight and effective human resources management.

Q2. Where does the money come from to add the county managers?
A2. Counties opting to hire county managers will fund those positions locally. Extension Administration is currently working with County Extension Councils and District Boards who wish to have their own County Manager. There may be opportunities for counties to work together in order to fund a position that serves multiple counties as a method of reducing costs to each participating county.

Q3. What if my county is unable to afford a County Manager?
A3. Counties opting not to hire a county manager must develop alternative methods of ensuring fiscal compliance using existing employees. The College administration is reviewing the role of the Fiscal Coordinator to make certain that the responsibilities assigned to that position promote fiscal compliance. That position will assume primary responsibility for day-to-day financial management at the county level.

Q4. We are already stretched for funds now. How are we going to pay for this position? With budgets so tight how are we going to finance these new positions?
A4. Counties are not required to hire county managers. Counties opting not to hire a county manager must develop alternative methods of ensuring fiscal compliance using existing employees. The College administration is reviewing the role of the Fiscal Coordinator to make certain that the responsibilities assigned to that position promote fiscal compliance. That position will assume primary responsibility for day-to-day financial management at the county level.

Q5. Will the county manager remove the job requirements for Support Staff Coordinators and Fiscal Coordinators?
A5. Yes, as counties hire County Mangers, the Support Staff and Fiscal Coordinators responsibilities will be covered by the position, eliminating the need. In counties that do not have a county manager, the Fiscal Coordinator role will be asked to take on additional responsibilities to increase financial accountability. While Extension is increasing financial oversight, it’s important to keep in mind that ALL
agents and staff will be expected to conform to the University and Extension Financial Guidelines. *(Note: program area support staff will be supervised by the appropriate program area agent.)*

**Q6. Will County Managers Supervise Agents?**
A6. Yes, County Managers will have the responsibility to supervise agents and most support staff. Program area support staff/assistants will continue to be supervised by agents.

**Q7. Who is responsible for hiring County Managers?**
A7. This process has not been finalized, but Extension Administration anticipates gathering input from County Extension Councils regarding qualities and strengths needed. The position would then be posted, applications screened and interviews conducted by the Extension Administrative Team.

**Q8. What would be the salary for a County Manager?**
A8. This is dependent on many factors, but somewhere between an Agent and District Director’s salary.

**Q9. Could a County Managers make less than agents they supervise?**
A9. Yes, this is possible.

**Q10. Will County Managers have the same office space in each of the offices they work with (for counties who are sharing a county manager)?**
A10. No this should not be necessary. They will need some space to work out of, but County Managers will need to be flexible.