The Area Extension 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 all extension personnel, fiscal oversight, facilities management and handling all 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 – 25%**
1. Provide direct supervision for all staff (County Agents and support staff) except Program Assistants and program-specific Extension Assistants, which will be supervised by program area agents. 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. Advises and directs county staff regarding College and University policies and procedures, including changes and updates.

**Financial and Public Accountability – 20%**
1. Responsible for overall budget management, operating budget process, and accounting protocol for the office.
2. Responsible for review and approval of all expense reimbursements.
3. Develops and/or improves current business practices to facilitate positive change and ensure efficiency and effectiveness in serving customer needs.
4. Works with Director of Financial Operations to develop improved policies and improved accounting, statistical, and support service.
5. Interprets and ensures compliance with all State (KRS), University, Extension and Local policies and procedures, rules and regulations, as related to county operations.
6. Ensures annual KRS mandated county financial audits and required financial reports are completed, reviewed and submitted to the Department of Local Government.
7. Reviews the periodic county accounting reports and distributes as necessary with Regional Director and county personnel.
8. Provides timely and accurate reports to the Director of Financial Operations, Regional Directors, and others as required.
9. Ensures Client Protection and Risk Management guidelines are implemented within all program areas.
**Program Development – 15%**

1. Provides strategic leadership for program development.
2. Collaborates with Program Area Assistant Directors to evaluate, monitor and oversee effective and consistent program implementation throughout the region.
3. Provides strategic leadership planning for dynamic programs in rural, urban, or suburban environments.
4. 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.
5. Helps to develop agent job responsibilities that allow and encourage agents to develop a dynamic program in rural, urban, or suburban environments.
6. Communicate curriculum needs to the University and help work to ensure programs are developed to meet needs identified within the County.
7. Ensures quality of educational programming across all program areas.
8. Observes and evaluates each agent’s programming on a quarterly basis.

**Interaction with County Boards/Advisory Councils – 15%**

1. Provides leadership and communication with Extension District Boards and Extension Councils
2. Attends all Extension District Board/County Extension Council Meetings and effectively communicates UK messaging and directives.
3. Recruit, develop, and utilize the County Extension Council to identify local issues, conduct and evaluate educational programs, and to determine staffing needs of the county.
4. Interact with Program Advisory Councils to ensure educational programs meet local needs.
5. Secure financial resources for Extension programs.
6. Ensure County Extension Council is appropriately diverse and represents all stakeholders within the county.
7. Oversees establishment and maintenance of demographically and programmatically diverse program advisory councils.
8. Ensure the Extension District Board’s compliance with Kentucky Revised Statues and University of Kentucky operational procedures that pertain to fiscal matters, staffing and programming.
9. During times of vacancies of agents, work with Director of Extension Human Resources to fill the position; oversees county characteristics and screening committee meetings.
10. Builds effective working relationships with county government, local agencies, key decision makers, and clientele groups.
11. Networks and builds relationships among diverse groups and individuals to market and support Extension.
12. Manages and maintains a positive relationship between campus and the county clientele, Extension District Boards and County Extension Councils.

**Facilities Management – 10%**

1. Manages the maintenance and operation of county facilities or properties (i.e. mechanical systems, electrical systems, plumbing, HVAC, safety, waste management, landscaping and snow removal).
2. Develops maintenance policy and procedures that ensure the optimal functioning of buildings, grounds, and associated equipment.
3. Manages and trains the custodians or external maintenance vendors in the general maintenance of buildings, grounds, equipment, and room set ups and take downs.
4. Ensures facilities maintenance work follows safety standards, conforms to specifications, and that work is tracked and completed within the budgeted guidelines.
5. Responsible for management, staffing, maintenance, safety and educational effectiveness of all local Extension facilities.

**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. Coordinates intra-office communication and integrated program development.
5. Coordinates governmental and media communications per UK policy.
6. Demonstrates open and efficient communications among agents, support staff, and Extension clientele.
7. Ensures effective programming evaluation to publicize Extension's impact, accomplishments and to improve future programming.
8. Ensures program outcomes are documented and shared with community and elected officials and the public.
9. Works with Kentucky State University Extension professionals to support regional and local collaborations.

**Professionalism – 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. (This is the official MJR in Success Factors. The bullets below provide further detail).
1. Attends in-service trainings as needed.
2. Participates in UK/CES professional organizations.
3. Exhibits an enthusiastic and positive attitude toward job responsibilities and clientele. Reliable and honor commitments to the job.
4. Maintains a positive, open working relationship with all Extension Office staff. Establish a positive rapport with clients including, but not limited to, teachers, community partners, and volunteers.