

## Job Description for Extension Regional Director

The Regional Director is responsible for overseeing all aspects of UK Extension operations in one region. Responsibilities include direct supervision of all Area Directors within the region with indirect supervision of all other regional employees, professional development for Area Directors within the region, and region-wide strategic leadership planning including, but not limited to: fiscal oversight, program management, compliance and government relations. This position fosters teamwork and communication throughout the region, promotes effective programming, and instills the values of UK.

### ***Employee Management/Employee Development – 25%***

1. Provides direct supervision for Area Directors.
2. Provides indirect supervision for all remaining employees in the region.
3. Provides or oversees mentorship and professional development for Area Directors.
4. Indirectly oversees mentorship and professional development of agents.
5. Complies with and oversees compliance with University and Kentucky Cooperative Extension Guidelines and Policies.
6. Coordinates with other Regional Directors to implement Career Ladder.
7. Collaborates with Extension Human Resources and CAFE Office of Diversity to ensure recruitment, hiring and retention of diverse staff.

### ***Budget and Finance – 20%***

1. Collaborates with Director of Financial Operations to provide leadership for all aspects of budget development and financial management within the region, including providing leadership for compliance with funding guidelines, calculating district tax rates and developing county memoranda of agreement with UK Cooperative Extension Service.
2. Maintains a comprehensive working knowledge of all sources of appropriations, revenue and grants from federal, state, and local sources within the region.
3. In collaboration with the Director of Extension, the Director of Financial Operations, and Philanthropy, seeks out and secures new sources of funding from grants, partnerships, collaborations, etc.
4. Collaborates with the Director of Financial Operations on financial management and reporting requirements.
5. Works with Area Directors and Director of Financial Operations to develop improved policies, accounting and business practices to facilitate positive change and ensure efficiency and effectiveness in serving customer needs.
6. Oversees compliance with Department of Local Government and KRS mandated financial audits and reports.
7. Serves as a resource for financial and business management mentoring for Area Directors.
8. Monitors and reviews county accounting reports and fiscal matters within the region.



***Governmental/Public Relations – 15%***

1. Networks and builds relationships among diverse groups and individuals to market and support Extension.
2. Builds effective working relationships with county government, local agencies, key decision makers, and clientele groups.
3. Provides leadership for communication of Extension programs and accomplishments to units of government, state and federal agencies, boards, advisory councils, UK Administrators and Extension clientele.
4. Attends county board and/or advisory council meetings as needed and collaborates with Extension governmental liaisons to develop and maintain positive relationships between boards, councils, employees and UK and to ensure effective and consistent communication of UK messaging and directives.
5. Collaborates with other Regional Directors and Extension Administration to provide training and leadership to the advisory council system.
6. Collaborates with CAFÉ Office of Diversity and monitors recruitment and retention of diverse board and council members by Area Directors.

***Leadership, Policies and Procedures – 20%***

1. Oversees compliance of staff and business operations with applicable statutes and University policy.
2. Collaborates with Extension Administration to ensure uniform implementation of Extension Policies and Procedures and program area requirements.
3. Advises, counsels and supports Area Directors on issues related to county operational procedures.
4. Provides leadership regarding College and University policies and procedures, including changes and updates.
5. Interprets and ensures compliance with all State (KRS), University, Extension and Local policies and procedures, rules and regulations, as related to county operations within the region.

***Communication / Facilitation / Collaboration / Teamwork – 15%***

1. Oversees communication and furthers the University's mission to the counties served by Extension in assigned region.
2. Facilitates communication throughout the region and shares information from main campus to Area Directors in a consistent and timely manner.
3. Builds collaborations with other agencies and organizations to solve community problems and multiply effectiveness.
4. Serves as a facilitator to convene or intervene with groups that need a neutral facilitator to foster successful outcomes.
5. Helps identify, solve problems and make decisions.
6. 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 Area Directors and agents.
7. Demonstrates open and efficient communication.
8. Oversees communication of program outcomes with stakeholders.
9. Provides timely and accurate reports to Extension Director, Director of Financial Operations, Director of Extension Human Resources, and others as required.
10. 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.*