Position Announcement

Johnson County, the most populated county in Kansas, is located in northeast Kansas within the Greater Kansas City Metropolitan Area. It has a diversified urban, suburban and rural population of nearly 580,000. There are 20 incorporated cities in the county with Olathe as the county seat. Johnson County is nationally recognized for the quality of its six school districts and is also home to several institutions of higher learning including Mid America Nazarene University, Johnson County Community College, the KU Edwards Campus and the K-State Olathe Campus. Johnson County is a multi-agent county with six agents and nine support staff.

TITLE: Johnson County Extension Director
LOCATION: Johnson County, Olathe, Kansas

APPLICATION DATE: Screening of applications will begin August 11, 2016, and continue until the position is filled. This position is available on or after October 17, 2016. The starting date is negotiable.

RESPONSIBILITIES
The local unit director is administratively responsible to the extension board and the director’s representative for budget and fiscal operations, personnel management of local staff, overall program development, delivery and evaluation, and assurance of accessibility to local programming by all individuals.

1. Plan and coordinate the budgetary and fiscal operations, personnel management, and office management by:
   - Providing leadership in developing annual budgets; securing extramural funds to support extension programming, supervising fiscal operations and submitting financial reports and reviewing audits.
   - Handling legal responsibilities of the local extension unit as directed in extension council and district laws.
   - Supervising and evaluating local office professionals and program assistants.
   - Supervising, coaching and evaluating extension agents.
   - Holding regular staff conferences and coordinating staff activities.
   - Planning adequate office space, equipment, and technology for staff and overseeing procedures to purchase all office supplies and equipment.

2. Coordinate the planning, development and delivery of a well-rounded and comprehensive local extension educational programming by:
   - Assuming leadership and working with the extension board, local stakeholders and other extension agents, area and state specialists, and the director’s representative to develop comprehensive programming to meet the needs of local people within the five grand challenge areas identified by K-State Research and Extension: Global Food Systems, Water, Health, Developing Tomorrow’s Leaders, and Community Vitality.
   - Coordinating the utilization of extension program development committees and other local interest groups in developing and conducting educational programming.
   - Providing leadership in the implementation of agent action plans by scheduling of extension activities and events, creation of educational resources, and the securing of the services of area and state specialists and other human resources.
   - Leading training sessions, and utilizing educational resources for local leaders who serve on the extension board and program development committees, as well as other extension affiliated groups.

3. Development and maintain strong relationships with county commissioners and other key decision-makers in Johnson County.

4. Lead the development and implementation of a comprehensive marketing plan to increase awareness of and participation in extension programming.

5. Provide leadership for community development programming and serve as a member of the Community Development Program Focus Team.

6. Provide leadership at the local level to assure that extension educational programming is accessible to all individuals and that all reasonable efforts are being made to reach underserved audiences.

7. Provide leadership in implementing a comprehensive process for selecting and screening volunteers and staff, following K-State Research and Extension policies and procedures.
QUALIFICATIONS

Required:
- Completed bachelor's degree with major course work, professional development and experience appropriate to the needs of the position (see responsibilities); master's degree preferred.
- Extension experience or other relevant administrative experience.
- Demonstrated experience working with a varied network of customers and stakeholders, e.g., local community leaders and agencies, university administrators and faculty.
- Experience in personnel and financial management.
- Ability to communicate effectively, both orally and in writing, with individuals, groups, and through mass media.
- Access to a personal vehicle and the ability to obtain/maintain a valid driver's license.

Preferred:
- Live in Johnson County.
- Experience working with adults and youth from various ethnic and socio-economic backgrounds.
- Commitment to personal professional development.
- Experience working with individuals, groups and co-workers to accomplish individual and/or group goals, as evidenced by previous leadership roles.
- Skills in group facilitation.
- Experience in grant acquisition and administration of external grant funding.

SALARY and BENEFITS

1. Salary commensurate with professional experience and available funding as negotiated by the area director, the local extension board and the applicant.
2. County extension directors are faculty of Kansas State University and have benefits of university faculty, including the Kansas Board of Regents Retirement Plan, health and life insurance. Depending on the date of hire there is a minimum 30 days waiting period for health insurance. For a complete list of benefits, see: http://www.k-state.edu/hcs/benefits/overview/.
3. Twenty-two vacation and twelve sick leave days per year in addition to paid holidays.
4. Reimbursement for travel related to achieving program objectives.

APPLICATION PROCEDURE

The following application materials may be sent by email to: ksrejobs@ksu.edu, or mail to: Stacey Warner, Extension Operations, 121 Umberger Hall, 1612 Claflin Rd, Manhattan, KS 66506, or fax to: 785-532-3079. Receipt of your application will be confirmed by email.

1. Cover letter stating that you are applying for the Johnson County Extension Director position. The letter should address experiences related to the above mentioned responsibilities and qualifications.
2. Resume which includes the following: educational background, professional experience; professional organizations and activities; volunteer responsibilities; honors; and any other information important to communicate qualifications for this position. Also include the names, email addresses, and phone numbers for five professional references familiar with your work, including college professors if a recent graduate.
3. A copy of all college transcripts showing degrees completed. Photocopies of transcripts are acceptable during the application process. An original transcript will be requested upon hire.
4. Reference forms from five professional contacts. Reference forms are located at www.ksre.k-state.edu/reference forms. Forms can be submitted by accessing the ONLINE link or a PDF version of the form can be printed, completed and submitted directly from your references by fax to 785-532-3079, by mail to the address on the form, or scanned and e-mailed to ksrejobs@ksu.edu.
5. A position offer is contingent on a successful pre-employment criminal background and driving record check. A Background Check Request form will be mailed to the successful applicant following the offer of employment.

To check the status of application materials, contact Melissa Weber, 785-532-5790, or email: ksrejobs@ksu.edu.
For more information about the position, contact Stacey Warner, Leader, Ext Operations, 785-532-5790, or swarner@ksu.edu.

EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an Affirmative Action/Equal Opportunity employer committed to non-discrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other non-merit reasons (including employment of disabled veterans and veterans of the Vietnam era). EEO Coordinator: Stacey M. Warner, 121 Umberger Hall, Manhattan, KS 66506. EEO Counselor: Daryl D. Buchholz, 123 Umberger Hall, Manhattan, KS 66506.

Stacey M. Warner, Leader,
Extension Operations

Kansas State University Agricultural Experiment Station and Cooperative Extension Service