

Suggested Guidelines for Hiring Local Unit Directors

When a vacancy occurs for the position of local unit director in a county with four or more agents or in any district, here are the options for filling the director responsibilities. The regional director and local board would, in partnership, determine the option to select.

Option 1

Advertise externally for a director. "Previous administrative responsibilities" would be a preferred qualification. The responsibilities section of the announcement would specify that the director would also have a program area role to be determined (link to the Program Focus Teams to give examples). Invite internal agents to apply for the director role.

Option 2

Assess the programming needs and determine the program area to be filled. Advertise externally for the programming position. Once the position is filled, current agents in the county or district would be encouraged to apply for the director role.

Option 3

Advertise the director position internally and invite current agents in the district or county to apply. There would be an expectation that the successful applicant would continue to fill their current program area responsibilities in a reduced capacity.

After the director role is filled internally, assess the program needs to determine programming voids and advertise the programming position externally.

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