

Local Unit Extension Director Policy and Position Description for K-State Research and Extension

A local unit director will be appointed by the extension board and the extension director's representative and be delegated the responsibility of supervising, coaching and evaluating the work performance of extension agents and county staff, as well as all other duties and responsibilities included in this position description.

Educational Requirements

A BS degree is required, and MS degree is preferred. The local unit director will be required to have work experience within the Extension system or other related administrative experience. An extension board and the extension director's representative can recommend raising these minimum qualifications, as deemed necessary to best fulfill the administrative responsibilities at the local extension unit level on a case-by-case basis.

Position Description

I. Title

County Extension Director or District Extension Director

II. Authority

The Smith Lever Act of 1914, as amended; Kansas County Extension Council Law of 1972, as amended; Kansas Extension District Law of 1991; Memorandum of Understanding Between Kansas State University and United States Department of Agriculture; Memorandum of Understanding Between Division of Extension, Kansas State University and the County Extension Councils or District Governing Board; and Policies and Regulations of the State Board of Regents and Kansas State University

III. Purpose of Work

- A. The responsibility of the local unit director is given by the extension board and the director of extension through the director's representative. Some programming responsibilities, in addition to the director's administrative responsibilities and with time permitting, may be assigned to the director by mutual agreement of the extension board and the director's representative.
- B. The purpose of the position of the local unit director is to coordinate and to direct the local unit administrative functions including: the fiscal operations of the unit; the supervision of personnel; the development, delivery and reporting of extension programming; and such other administrative functions assigned by the extension board and the extension director's representative.

IV. Major Duties and Responsibilities

A. Administrative Leadership and Operational Management

1. Human Resource Leadership

- Provide direct and indirect, supervision of local unit staff (not to include other agents in counties with three or fewer agents) including hiring, coaching, motivating, pay raise recommendations, disciplinary actions, and performance management coaching. Overall, create an environment that fosters positive communication, commitment to community education, and the ability to work in a results-oriented environment.
- Deliver leadership in volunteer management by implementing a comprehensive process for selecting and screening volunteers and staff, according to K-State Research and Extension policies and procedures.

- Assure that all volunteers working with youth, beyond a single program or short-term learning activity, are registered volunteers and in compliance with the 4-H Volunteer Code of Ethics.
- Manage legal responsibilities of the local extension unit as directed by the Kansas Extension Council Law, as amended or the Extension District Law.

2. Revenue Generation and Fiscal Affairs

The local unit director obtains funding for local unit extension programs and staff

- Provide leadership to the extension board and the extension director's representative for budget and fiscal operations and support the board in their budget development responsibilities-
- Lead efforts to diversify and increase the funding stream for the local unit, including contracts, grants, fees, gifts and appropriated and non-appropriated funds.
 - Ensures all KSRE requirements are met and communicated with the university.
- Submit financial reports and review audits
 - Ensures that annual financial reviews of affiliated programs (4-H clubs, etc.) are executed and submitted.
- Provide leadership for the local unit extension foundation, if applicable

3. Organizational Leadership

The local unit director will be sensitive to the application of extension programs and philosophy. This includes new opportunities for extension based on the population, size of the unit, complexity, diversity, history, and unique issues and educational needs of the potential program audience.

- Provide visionary, strategic and collaborative leadership for the local unit office(s) staff and volunteers.
- Interpret risk management policies and procedures.
- Assure that extension educational programs are accessible and in accordance with civil rights compliance to all individuals and that all reasonable efforts are made to reach underserved audiences.
- Plan adequate office space, equipment, and technology for staff and oversee procedures to purchase all office supplies and equipment.
- Provide leadership in the utilization of program development committees and other community partners in developing and evaluating educational programming. Ensure there is active recruitment for program development committee membership.
- Ensures extension board development utilizing board leadership modules

B. Positioning Extension and Public Relations

The local unit director establishes a working relationship with elected officials, community leaders and stakeholders. The director serves and participates on boards, committees, coalitions and/or collaborations relevant to local communities and constituents.

The local unit director communicates the public value of the unit's extension programming to internal and external stakeholders.

1. Maintain presence and relationship with the county commissioners, county management team and other county departments and community partners.
2. Build strategic relationships with local and regional stakeholders, organizations and constituents for financial and programmatic support.
3. Initiate/maintain involvement with professional associations that strengthen extension's presence in the community, and at regional, state and national levels.
4. Offer leadership for the public image of extension in the local community through the avenues available in the county.
 - Work to build extension ambassadors to advocate for KSRE in the community.
5. Educate and update the KSRE system about the importance of urban, suburban, and rural interdependencies.
6. Recognize the complexities of the local unit and understand how those complexities impact needs and delivery of extension programming; this includes professional development, the selection of

applicable programs, educational delivery methods, program costs, and program relevance to the local unit.

C. Engagement

The local unit director demonstrates programmatic strength by facilitating connections among and across internal program areas, external groups and the University.

1. Know the local market and other programs that provide services and compete/ collaborate as necessary.
2. Identify specific gaps in coverage of local issues and needs that extension can fulfill, support or complement.
3. Provide a plan of work that is developed through advisory groups, stakeholders, chambers of commerce, food policy councils, etc. and utilize up-to-date best practices, including leadership skills, research conclusions, conflict negotiation, proper planning tools, and strategies.
4. Foster an internal culture of open communication to ensure that all local unit staff are equipped to advocate for the whole of the unit as well as each of its parts.
5. Develop relationships with local unit governmental officials, non-government organization Executive Directors and other similarly positioned individuals throughout the local unit to build a network of peers.
6. Serve on non-profit boards, local government advisory bodies and/or coalitions to remain informed on community action.