

Sedgwick County is a multi-agent county in south central Kansas. Wichita is the county seat of Sedgwick County, which includes 19 other cities. The diversified urban, suburban, and rural population is near 500,000. The county is known as the "Air Capital" for its aircraft manufacturing. Urban programs are very strong but agriculture is also very important in the county with 79% of the 639,603 acres devoted to crop production. Sedgwick County extension programs are focused in the areas of Family and Consumer Sciences, 4-H Youth Development, Community Development, and Agriculture/Horticulture and are conducted from a 41,000 square foot Extension Education Center located on 12 acres. The professional staff includes 10 agents and 15 full and part time office and program support staff.

**TITLE:** Extension Director

**LOCATION:** Sedgwick County, Wichita, Kansas

**APPLICATION DATE:** Applications will be accepted through November 15, 2018. Interviews will be conducted on December 19 and 20, 2018.

## 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. Develop and maintain strong relationships with county commissioners and other key decision-makers in Sedgwick 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 Vitality 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:

- Bachelor's degree.
- Major course work, professional development and experience appropriate to the needs of the position (see responsibilities).
- 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 supervision of personnel and financial management, preferably within a government or non-profit organization.
- Background in facility operations or facility 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:

- Master's degree preferred. Successful candidate with bachelor's degree is expected to complete Master's within five years of appointment.
- 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.
- Previous experience with fundraising and/or foundation management.

### Other

- Applicants must be currently authorized to work in the United States at the time of employment.

## SALARY, BENEFITS, AND PROFESSIONAL DEVELOPMENT

1. Salary commensurate with professional experience and available funding as negotiated by the regional extension director, the local extension board and the applicant.
2. Extension agents are Kansas State University educators and have the Board of Regents retirement plan, health and life insurance and vacation and sick leave. Depending on the date of hire there is a minimum of 30-day waiting period for health insurance. For a complete list of benefits see: <http://www.k-state.edu/hcs/benefits/overview/>
3. Reimbursement for travel related to achieving program objectives.
4. New agents are provided approximately 15 days of new agent professional development on the K-State campus during the first six to nine months. These 15 days are spread out in four different weeks. In addition, new agents spend at least three weeks with a mentor agent during the first year.

## APPLICATION PROCEDURE

Submit application using the Kansas State University job application site: <http://careers.k-state.edu/cw/en-us/job/504976/sedgwick-county-director>

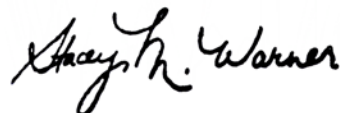
For more information about the position, contact Stacey Warner, Leader, Ext Operations, 785-532-5790, or [swarner@ksu.edu](mailto:swarner@ksu.edu).

To hear personal accounts from Extension Agents, preview videos at [www.ksre.k-state.edu/jobs](http://www.ksre.k-state.edu/jobs).

For more information about K-State Research and Extension, visit: [www.ksre.k-state.edu](http://www.ksre.k-state.edu).

**EQUAL EMPLOYMENT OPPORTUNITY:** Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.

10/17/18  
Position #18-29



Stacey M. Warner, Leader,  
Extension Operations

