County Extension Director Responsibilities

- Provide administrative functions within the county unit including: administrative head; communication link between local office, regional office, and state office; augment diversity through hiring efforts and program design and delivery; stimulate creative programming; organize and coordinate office conferences and advisory committees.

- Provide personnel support within the county unit including: interpret and implement OSU and OSU Extension human resources policies; serve as immediate supervisor to all unit staff (except educators and EFNEP PAs); participate in the hiring of educators; hire staff as needed; maintain vacation and sick leave approvals; provide timely coaching and feedback; and conduct annual performance reviews.

- Provide fiscal support for the county unit including: ensure public funds are handled within defined legal parameters; manage appropriated and non-appropriated funds; prepare county non-appropriated fund statements for audit by OSU auditors; understand OSU/OSUE guidelines and policies related to grants, gifts and contracts; and provide support to educators and program staff seeking outside funding sources.

- Provide legislative support within the county unit including: maintain ongoing accountability to County Commissioners and other funding allocators and elected officials; prepare annual budget with input from staff and advisory committees; coordinate presentations to public decision makers; represent and promote Extension at key county events; and emphasize public involvement, networking and awareness of Extension’s contributions in meeting county needs.

- Conduct a needs assessment and develop a five-year county strategic planning to address these needs.

- Provide a positive work environment for all staff members within the county unit including: facilitate teamwork and encourage interdisciplinary programming; demonstrate strong coaching skills with employees; model effective listening, oral and written communication skills; and conduct regularly scheduled staff meetings to promote communication and interdisciplinary efforts.

- Participate in professional development including: participate in at least two professional development experiences focused on management/leadership development during each two-year period; review professional development plan with Regional Director annually; and participate in appropriate organizational training and meetings related to the role of County Extension Director.