

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

EXTENSION DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to direct and coordinate operations and activities of the Extension Service, including overseeing administrative operations and coordinating activities involving Agriculture, Home Economics, and 4-H Youth programs. Duties and responsibilities include planning and implementing Extension programs, marketing programs within the community, evaluating effectiveness of programs, reporting program accomplishments, coordinating Extension activities with county officials, developing and administering Extension budget, training and supervising staff, participating in Extension programs, and providing information to the public.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; coordinates and conducts training of staff members.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with County Executive and other officials to review department operations/activities, review/resolve problems, receive/give advice/direction, and provide recommendations; serves as official contact person with County Executive, County Commissioners, Extension Agricultural Committee, Budget Committee, Property Management Committee, Conservation Board, City Council, and all other elected and/or appointed bodies of city/county government.

Directs, oversees, and coordinates the planning, execution, evaluation, and reporting of the Total Extension Program, including Agriculture, Home Economics, 4-H and Youth, and all other Extension programs; maintains facilities, equipment, and supplies for efficient operations of Extension Office, Agricultural Center, and Farmers' Market.

Performs administrative tasks; approves time sheets, sick/annual leave, travel, expense accounts, and other administrative documentation; approves all specialist assistance requests for county programs; prepares state progress reports for selected audiences; prepares annual federal civil rights reports for assigned audiences.

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Coordinates development and implementation of departmental budget; works closely with County Executive, Budget Committee, Agricultural Committee, Conservation Board, and Commissioners in development of Extension operating budget; oversees utilization of funding received from county funds, outside sources, and “in-kind” services such as research demonstration materials; develops computerized database programs to track budgetary expenditures; monitors all expenditures to ensure compliance with approved budget.

Monitors inventory of department equipment, supplies, forms, and materials; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Plans and conducts Extension programs, seminars, meetings, and activities meeting the needs of eligible participants, regardless of race, color, national origin, sex, age, or disability as required by federal civil rights laws and regulations.

Develops Plan of Work to establish long-term goals to be accomplished and to focus daily teaching plans; determines target audiences, teaching methods, and expected accomplishments; prepares annual updates of Plan of Work for audiences of all Extension programs.

Develops curriculum and teaching plans for winter seminars in horticultural and agricultural work areas; designs and prepares visual aids for educational programs; prepares video programs for clientele seminars on horticultural production and management.

Evaluates effectiveness of horticultural and agricultural educational programs for stakeholders; monitors student enrollment, attendance, and performance; conducts audience surveys and obtains input from clients; evaluates audience needs and interest in programs; reports progress in meeting goals to stakeholders to summarize outcome of teaching and to promote future funding.

Markets Extension programs to civic groups, senior citizens, special interest groups, school officials, youth, parents, community leaders, stakeholders, and volunteer leaders; recruits and trains volunteer leaders; obtains sponsorship for adult agricultural programs and other Extension programs; assists staff members with sponsor acquisition outside the realm of county government, including extensive use of private industry.

Provides leadership for the Adult Agricultural program, Horticultural Production, and Marketing programs.

Provides liaison with farm organizations, agricultural organizations, and civic groups, including the Farm Bureau, Farm Credit Services, Co-Op, Hooper Supply, Lion’s Clubs, MTSU Agricultural Department, Jaycees, Chamber of Commerce, Nissan, Heritage Farms, or other organizations.

Assists with and promotes community resource development projects and activities; including the Rutherford County Agricultural Center and Farmers’ Market; operates and manages the Farmers’ Market through regular site visits, vendor oversight, and monitoring of produce quality sold to customers; operates and manages the Agricultural Center at Old Fort Park through monitoring of grounds areas, evaluation of horse arena and livestock barn area after each public use, grass quality/cut, and building repairs/maintenance; assists with execution of annual farm machinery sale at Agricultural center, to include the tracking and sale of numerous pieces of equipment; assists civic clubs with preparation and execution of numerous non-profit activities at Agricultural Center, such as horse shows, relay races, and household hazardous waste pickup programs for stakeholders.

Assists with annual planning and execution of 43 acres of research test plots for corn varieties, soybean varieties, and herbicide trials; assists with planning and execution of annual Mid-Tennessee No-Till Field Day on 43-acre site to show soybean and corn research results to middle-Tennessee farmers.

Teaches and advises homeowners and industry professionals in areas of landscape and garden management, with emphasis on establishment, maintenance, problem identification, and problem resolution; assists in teaching Master Gardener Certification classes; teaches home owners proper techniques in pesticide sprayer calibration; teaches proper nutrition application for horticultural crops to prevent overuse of fertilizers and promote environmental water quality.

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Visits client homes/sites to diagnose insect and disease problems in lawns, gardens, trees, and shrubs and to make recommendations for control measures; diagnoses homeowner back-yard pond water quality problems relating to residue levels for aquatic water life; operates diagnostic laboratory equipment and reports diagnosis to clients.

Conducts weekly live radio show broadcasts to receive calls from citizens and provide diagnosis of horticultural problems; plans and executes weekly radio shows relative to market movement for livestock and crops.

Performs weekly analysis of farm crop and livestock quality/quantity for Tennessee Department of Agriculture during growing season.

Plans and executes horticultural research plots with emphasis on lawn grasses, diseases, and insects; plans and executes horticultural field days and seminars for clients and the public to disseminate research results to stakeholders.

Communicates with agricultural specialists at university level in all areas of agriculture to attempt to analyze agricultural and horticultural production and management problems.

Coordinates programs, activities, and exchange of information with other agencies/organizations as appropriate; assists in conducting county, district, and state Extension educational programs/activities.

Coordinates public relations activities; prepares newsletters and newspaper articles for publication; prepares and delivers television and radio programs as requested.

Performs customer service functions in person, by telephone, mail, and e-mail; makes research-based agricultural/horticultural recommendations and provides assistance and information related to Extension programs, services, procedures, or other issues; responds to questions and complaints; researches problems and initiates problem resolution.

Prepares or completes various forms, reports, correspondence, budget documents, purchase orders, performance appraisals, staff leave reports, travel reports, travel authorization forms, statistical analysis reports, plan of work, progress reports, client enrollment reports, attendance records, audience surveys, civil rights reports, demonstration/test plot summaries, newsletters, newspaper articles, presentations, or other documents.

Receives various forms, reports, correspondence, budget reports, bank records, billing records, time sheets, leave requests, plan of work, enrollment reports, attendance records, audience surveys, diagnostic laboratory reports, plant pathology entomology diagnostic reports, horticultural guides, architectural diagrams, handbooks, policies, procedures, laws/regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, bookkeeping, Internet, e-mail, or other computer programs; performs basic maintenance of computer system and office equipment.

Operates various equipment associated with programs and work activities, which may include a motor vehicle, computer, printer, fax machine, copy machine, laminator, television, slide projector, overhead projector, video camera, digital camera, tape recorder, microphone, microscope, landscape/garden tools, power tools, tractor, bush hog, weigh wagon, calculator, or telephone.

Communicates with county officials, employees, other departments, youth, parents, local businesses, community leaders, source persons, the public, community agencies, civic organizations, vendors, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings, serves on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new programs, issues, methods, and other trends and advances in the profession; reads professional literature; maintains professional affiliations; attends in-services, workshops, and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides backup coverage or assistance to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Master's degree in Agricultural Economics, Agriculture, Horticulture, or closely related field; supplemented by ten (10) years previous experience and/or training that includes progressively responsible Total Extension program coordination, agriculture, horticulture, economics, education/training, program development, marketing, public interaction, budget administration, and management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. May require possession and maintenance of valid Restricted Use Pesticide Applicator License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, temperature extremes, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 2 Maximum Continuous Time: 1

2. SITTING

Estimated Total Hours: 5 Maximum Continuous Time: 1

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs				X	
26-50 lbs					
51-75 lbs					
76-100 lbs					
>100 lbs					

4. BENDING/SQUATTING/KNEELING

Tasks: Setting up equipment and materials for training

Frequency: As needed.

5. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u> 90 </u> % of time
Outside	<u> 10 </u> % of time

6. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

7. LIST TOOLS, EQUIPMENT AND MATERIALS USED:

Lap top and projector for trainings.

8. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		daily
Grasp		X	
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		daily



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date