

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

EXTENSION PROGRAM ASSISTANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to conduct educational activities associated with the Rutherford County Extension 4-H Club Program. Duties and responsibilities include teaching 4-H curriculum in a classroom setting, conducting evening seminars for youth, reporting program accomplishments, and providing information to clients and the public. Reports to Rutherford County Extension Director.

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.

Teaches Extension 4-H curriculum in a classroom setting on a daily basis for six months of the year; conducts county-wide evening seminars for county youth; prepares/delivers programs for Extension 4-H Camp; prepares/executes programs for citizenship and leadership activities for Extension 4-H and youth; designs and prepares visual aids for educational programs.

Evaluates effectiveness of Extension 4-H Programs; 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 youth education programs to teachers, principals, superintendents, volunteers, parents, sponsors, community leaders, stakeholders, and other volunteer leaders; recruits and trains volunteer leaders; obtains 4-H sponsorship as needed.

Coordinates public relations activities; prepares newsletters and circular letters for distribution to clients; prepares and delivers television programs as needed; prepares newspaper articles.

Performs customer service functions in person, by telephone, mail, and e-mail; 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, enrollment reports, attendance records, audience surveys, travel reports, travel authorization forms, leave reports, civil rights reports, newsletters, circular letters, newspaper articles, presentations, or other documents.

Receives various forms, reports, correspondence, enrollment reports, attendance records, audience surveys, 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, such as backing up data or replacing paper, ink, or toner.

Rutherford County, Tennessee • Extension Program Assistant

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, calculator, or telephone.

Communicates with supervisor, employees, other departments, students, clients, parents, local businesses, community leaders, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

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, educational topics, training 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, initiating reminder telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, setting up audio/visual equipment for seminars, tracking account expenditures, or processing incoming/outgoing mail.

Provides backup coverage or assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; college level course work or vocational training in home economics, agriculture, horticulture, or a related field preferred; supplemented by 5 months previous experience and/or training involving 4-H Program coordination, home economics, agriculture, education/training, public interaction, work with children/youth, and personal computer operations; 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.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

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 evaluation of information against measurable or verifiable criteria.

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 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 temperature extremes or traffic hazards.

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