

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           EXTENSION EDUCATION COORDINATOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to assist the Extension Director with the planning, execution, coordination, evaluation, and reporting of all agricultural and horticultural educational Extension programs, with emphasis in the areas of horticulture, community resource development, livestock, and/or other specialized program. Duties and responsibilities include assisting the Director with long-range planning and management of department operations, tracking budgetary expenditures and bank records, planning and conducting Extension programs, marketing programs within the community, establishing program goals and objectives, evaluating effectiveness of programs, 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.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and disciplining; assists with training of new employees.

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.

Assists Director with planning, execution, evaluation, and reporting of all adult agricultural and horticultural programs, with emphasis in the areas of horticulture, community resource development, livestock, and/or other specialized programs.

Performs administrative tasks; obtains approval of sick/annual leave, travel, expense accounts, specialist assistance, and other administrative matters from Director; prepares state progress reports for selected audiences; prepares annual federal civil rights reports for assigned audiences; assumes other duties as assigned.

Tracks budgetary expenditures and maintains bank records using computerized accounting software; reconciles bank accounts.

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 with long-term goals; determines target audiences, teaching methods, and expected accomplishments; prepares annual updates of Plan of Work for assigned audiences.

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

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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 education programs to civic groups, senior citizens, special interest groups, stakeholders, and volunteer leaders; recruits and trains volunteer leaders as needed in adult agriculture; obtains sponsorship as needed.

Provides leadership in homeowner and/or commercial areas of lawns, gardens, trees, flowers, and shrubbery; makes site visits, conducts field demonstrations, and provides production/management recommendations for commercial fruit operators; assists urban clientele with cultural and/or other techniques necessary for production of quality small fruits, tree fruits, and nuts in home orchards.

Provides leadership in area of commercial livestock; conducts farm visits, weighs calves, and makes production/management recommendations for improved efficiency of beef operations; schedules beef producers for lease use of sires in the Bull Lease Program and coordinates rotation of sires among producer farmers.

Provides leadership in resource development projects and activities, including the Lane Agri-Park, Rutherford County Agricultural Center and Farmers' Market; assists with operation of Farmers' Market through weekly site visits, vendor oversight, and monitoring of produce quality sold to customers; assists with operation of 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, implementation, and evaluation of research test plots. Conducts horticultural, livestock, and crop demonstrations, and schedules field day activities to report results to clientele.

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; conducts weekly live radio show broadcasts to receive calls from citizens and provide diagnosis of horticultural problems.

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.

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 and adult agricultural events/activities.

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

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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, plan of work, progress reports, enrollment reports, attendance records, audience surveys, demonstration/test plot summaries, travel reports, travel authorization forms, leave reports, civil rights reports, newsletters, newspaper articles, presentations, or other documents.

Receives various forms, reports, correspondence, plan of work, bank account records, bank statements, 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, such as backing up data or replacing paper, ink, or toner.

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 supervisor, employees, other departments, students, clients, parents, local businesses, community leaders, elected officials, source persons, the public, community agencies, civic organizations, 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; serves as member of the County Rural Development Committee.

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, 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**

Master's degree in Home Economics, Agriculture, Horticulture, or a related field; supplemented by six (6) years previous experience and/or training that includes Extension program coordination, agriculture, horticulture, home economics, education/training, program development, public interaction, and supervision; 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 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 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 the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **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	90 % of time
Outside	10 % 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