

# County Extension Director Responsibilities

CED role can be shared, with each educator providing focus and responsibility for HR, Fiscal, and External Relations.

- 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. (ALL)
- Provide personnel support within the county unit including: communicate 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 on issues related to office functioning; and conduct annual performance reviews for all unit staff (other than educators, SNAP-Ed, and EFNEP personnel). (HR)
- 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; working with advancement; and provide support to educators and program staff seeking outside funding sources. (FISCAL)
- Provide legislative support within the county unit including: County Extension Advisory Committee; maintain ongoing accountability to County Commissioners and other funding allocators and elected officials; prepare annual budget with input from staff, advisory committees, and Regional Director; lead and coordinate unit staff's (including educators) presentations to public decision makers; give leadership to and involve all unit staff in representing and promoting Extension at key county events; and emphasize public involvement, networking and creating awareness of Extension's contributions in meeting county needs by all unit staff. (EXTERNAL RELATIONS)
- Conduct a needs assessment and develop a five-year county strategic planning to address these needs. (ALL)
- 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. (ALL)
- 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. (ALL)