

**County Extension Coordinator
PERFORMANCE REVIEW**

Name

County

Instructions and General Guidelines

1. This document is an addendum to the "County Extension Agent Performance Review."
2. The District Extension Director (DED), will meet with the coordinator in advance (one year prior to the performance review, whenever possible) to establish consensus on specific criteria to be evaluated and assign weights to each competency. It is expected that weights will be roughly equivalent, however, they may vary depending on individual circumstances.
3. The coordinator must fulfill lower level proficiencies before receiving a higher-level rating.
4. Only one proficiency level can be selected for each indicator. Select by marking the small box in the lower right corner of each proficiency level.
5. If a proficiency level has more than one component, all criteria must be met.
6. If any indicator is justifiably not applicable, select proficiency level III and mark as "NA".
7. Scoring: Each proficiency level represents a numeric equivalent (i.e., Level I = 1 point; Level II = 2 points; Level III = 3 points; Level IV = 4 points; and Level V = 5 points). Assign points to the proficiency levels selected for each competency. Sum the points for each competency and record the total under the "Attained Score" column below. Indicate assigned weights in the appropriate column. Using the formula below, compute the weighted score for each competency. Sum the weighted scores to obtain the total score.

Scoring Summary

Competency	Attained Score	÷	Desired Score*	=	Dividend	x	Weight	=	Weighted Score
Leadership		÷	12	=		x		=	
Office Management		÷	6	=		x		=	
Public Relations & Marketing		÷	6	=		x		=	
Resource Management		÷	12	=		x		=	
TOTAL SCORE									= <input style="width: 80px; height: 20px;" type="text"/>

*Desired score is the maximum point value attained if all Level III proficiencies for the competency are met. Level III proficiencies reflect the expectations all coordinators should meet.

8. The evaluation rating may be amended if the CEC presents supporting documentation. An appeal to the Coordinator of County Operations may be initiated within 30 days after the review is conducted. The DED will be notified of the appeal request and any subsequent decisions.

COMPETENCIES

LEADERSHIP: Provides leadership and direction for county staff and programs, motivates and supports staff members, and meets organizational requirements for professionalism. Weight _____ %

Indicators	Proficiencies				
	Level I	Level II	Level III	Level IV	Level V
Promoting Professionalism and Positive Work Ethics	Fails to consistently project a professional image for staff to emulate (e.g. professional dress, customer service skills, office behaviors, etc.).	Insures that a professional image is consistently projected to the public (e.g., quality publications, clean and orderly office, proper identification, etc.).	Promotes work environment that is conducive to positive interactions among staff. Documents appreciation of staff accomplishments.	Provides education for staff on issues related to professionalism. Promotes staff accomplishments beyond the county office.	Submits or assists staff in submitting applications for their professional awards and recognition.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LEADERSHIP CONTINUED:

Delegating and Working as a Team	Does not include all staff in office activities. Fails to inform all staff of current events and activities.	Includes staff occasionally OR is not equal in distribution of assignments.	Ensures involvement of all staff in planning and implementing activities as appropriate to their job responsibilities. Shows evidence of delegating tasks equitably to staff. Coordinates regular staff conferences.	Provides team-building opportunities for staff.	Identifies local initiative or issue and collaborates with staff to accomplish tasks.
Providing for the Professional Development of Staff	Does not promote staff participation in professional development opportunities.	Encourages all county staff to participate in professional development opportunities as schedules and county needs permit.	Coordinates professional development opportunity for staff. Directs county faculty in public service promotion system.	Seeks out opportunities and funds for professional development of staff.	Secures local/county funds for professional development of staff.
Implements an Effective County-wide Advisory System	Provides for one or more advisory councils based on county needs.	Involves all professional staff in meetings and activities of advisory council(s), as appropriate.	Conducts meetings of the advisory council(s) at least two times annually. Provides minutes to district office.	Documents regular, ongoing communication with advisory council(s).	Enables advisory council(s) to advocate for Extension in securing financial and other support, as evidenced by documented results.

Comments: _____

OFFICE MANAGEMENT: Successfully manages office personnel and resources to promote professionalism and efficiency for the total county Extension program. **Weight _____%**

Indicators	Proficiencies				
	Level I	Level II	Level III	Level IV	Level V
Managing Office Operations	Maintains office operations that comply with UGA and county policies.	Coordinates office procedures for all staff. Orients and trains staff on operating standards.	Maintains office in accordance with all established standards. Interprets and communicates UGA and county policy changes and updates.	Develops policies and standards specific to county office operations.	Contributes to efforts for improving Extension operations beyond the county level.

OFFICE MANAGEMENT CONTINUED:

<p>Administrative Reporting:</p> <ul style="list-style-type: none"> • plan of work • GA Counts • monthly reports • Civil Rights Compliance Review • EEO/AA • Minutes • Information security checklist, etc. 	<p>Does not consistently complete reports according to guidelines.</p>	<p>Completed reports according to guidelines but not received within established timeframes.</p>	<p>Prepares all administrative reports according to established guidelines. Submits reports within established timeframes.</p> <p>Approves leave, travel and reimbursement requests for all staff.</p>	<p>Completes and submits reports and requests in advance of deadlines.</p>	<p>Develops or recommends a more efficient system for administrative reporting.</p>
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Comments: _____

PUBLIC RELATIONS & MARKETING: Develops county marketing plan. Provides leadership for staff to coordinate public relations activities with mass media; elected county, state, and federal representatives; other government agencies; advisory and planning groups; and civic groups to develop a positive image of Extension in the community.

Weight _____ %

Indicators	Proficiencies				
	Level I	Level II	Level III	Level IV	Level V
<p>Maintaining Positive Relations with Stakeholders (including school board members, elected officials, etc)</p>	<p>Participates minimally with stakeholders.</p>	<p>Communicates with stakeholders in an established and timely manner.</p>	<p>Attends meetings and participates in activities designed to increase stakeholder involvement and support. Serves as liaison with other county offices. Develops partnerships to expand opportunities.</p>	<p>Uses innovative techniques to foster better relationships with stakeholders.</p>	<p>Leads county efforts to reach and involve local stakeholders in total county program.</p>
<p>Marketing and Promotion</p>	<p>Contributes minimal effort in marketing total county programs and services.</p>	<p>Develops county marketing plan reflective of clientele needs. Shows evidence of needs assessment that includes citizen involvement.</p>	<p>Coordinates and implements a comprehensive county marketing plan to promote extension including all program areas provided in the county.</p>	<p>Evaluates and documents impact of county marketing plan.</p>	<p>Exhibits excellence in promoting extension across <u>all</u> program areas with documented results.</p>

Comments: _____

RESOURCE MANAGEMENT: Effectively utilizes fiscal and physical resources.

Weight _____ %

Indicators	Proficiencies				
	Level I	Level II	Level III	Level IV	Level V
Managing Accounts	Does not follow all financial management guidelines.	Violates reporting policy or financial management guidelines but has notified appropriate authority and has taken efforts to correct the situation.	Correctly follows financial management guidelines for account management. Submits monthly and annual statements within established guidelines.	Instructs staff on financial management guidelines. Insures compliance.	No discrepancies found on annual audit.
Funding Local Programs	Fails to seek funding to meet program needs. OR Fails to manage allocated resources within established guidelines.	Develops and submits budget to meet local program needs (with University minimum met).	Shows evidence of efforts to secure alternative funding to leverage county and state funds.	Demonstrates success in securing program funding from non-traditional sources, (e.g., local Family Connection, bank, DFACS, foundation, etc.) OR in securing additional county dollars.	Mentors other CECs and CEAs in grant-writing or other fund solicitation techniques.
Managing Physical Resources	Provides minimal space, equipment, supplies and/or technology.	Resources are adequate but not effectively utilized (e.g. lack of appropriate technology; inadequate equipment, misuse of supplies, etc.)	Ensures that all staff have adequate, functional office space, equipment, supplies, and technology.	Secures additional equipment, space, support, or technology to enhance county program.	Serves as example in physical resource management by participating in training or mentoring of other CECs. Seeks outside sources to provide resource needs (e.g., used government equipment, contracted services, etc.)
Managing Human Resources	Insures that all staff work within the scope and parameters of their job description.	Councils with all staff on disciplinary issues, as needed.	Hires support staff and delegates work equitably to meet needs of all professionals. Conducts annual performance evaluations for professionals and support staff in accordance with policies and within established timeframes.	Utilizes a performance management system based on job expectations that includes a goal-setting process. Provides incentives for staff to achieve and excel in their job responsibilities.	Advises other CECs on proper procedures for addressing personnel issues. Seeks outside sources to provide personnel needs (e.g., internships, co-ops, contracted employment, etc.)

Comments: _____