



THE UNIVERSITY OF GEORGIA  
**COOPERATIVE EXTENSION**  
Colleges of Agricultural and Environmental Sciences & Family and Consumer Sciences

**COUNTY EXTENSION AGENT  
JOB DESCRIPTION**

**ROLE:**

The County Extension Agent is a member of the off-campus faculty of the University of Georgia under the supervision of the County Extension Coordinator and the District Extension Director. The County Extension Agent is responsible for carrying out the Cooperative Extension Service program in the assigned program areas of responsibility.

**MAJOR RESPONSIBILITIES:**

**1. Program Development**

- Responsible to ensure EEO/AA plan of The University of Georgia Cooperative Extension Service is followed in assigned program responsibilities and that clientele understand that Extension offers educational programs, assistance and materials to all people without regard to race, color, national origin, age, sex or disability.
- Uses a variety of techniques and sources to collect data. Uses the expertise of organized advisory groups, community leaders, public officials and/or representatives of intended audiences and clientele groups to analyze data and identify needs and potential audiences.
- Prepares realistic written goals with starting and ending dates for major county critical issues that define content, expected behavior change, and are measurable and have a provision for collecting data to measure the results.
- Develops balanced county plan of work that is equitable in meeting the needs of the varied county socio-economic situations.
- Develops relevant interdisciplinary programs with other staff members, based on critical issues.
- Makes timely and effective use of the skills of other county staff members, district staff, specialists and other resource people in planning Extension programs.

- Uses innovative techniques for identifying and using other resources and agencies to implement programs.
- Expresses and demonstrates an entrepreneurial spirit in obtaining extramural funding (i.e., grants, partnerships, endowments, etc.).
- Develops promotional efforts to expand the public's view of Extension programming.
- Submits accurate and timely required program reports measuring impact of efforts.

## 2. **Program Implementation**

- Implements county annual plan of work by using a variety of creative and effective techniques or teaching methods and resources so that clientele can make informed decisions and/or behavior changes.
- Identifies, recruits, trains, involves and recognizes volunteers in planning, teaching and evaluating Extension programs.
- Targets specific audiences - (e.g., low income, aging, youth at risk) for educational programs addressing critical issues identified in plan of work (POW).
- Prepares and/or localizes mass media efforts.
- Uses web and internet to increase program outreach.
- Achieves and maintains skills in teaching, communicating and promoting Extension programs and demonstrates competence in delivery of up-to-date technical subject matter.
- Follows through on commitments and/or planned projects, making relevant adjustments if necessary.
- Uses the results of program evaluations and feedback in planning future programs and techniques used in implementing programs.
- Maintains an educator's role in public policy education.

## 3. **Program Support**

- Makes reports to appropriate publics, clientele and public officials through media, personal contacts and/or group meetings to provide information on progress of Extension programs. Coordinates reporting with other county staff members, when appropriate.

- Develops and uses a system for maintaining adequate records for reporting and evaluation purposes.
- Submits accurate, complete reports on time and provides supplemental documentation useful in evaluating and improving educational programs as needed.
- Assumes leadership when appropriate and cooperates with other staff members in preparing joint reports.
- Plans ahead and cooperates with secretaries and other staff members to complete programs and coordinate arrangements.
- Budgets allocated funds so that equipment, supply, travel expenses and other program supports are within limits.
- Seeks additional resources for program implementation.

#### 4. **Professional Development**

- Sets goals to improve the personal level of competence in relation to the requirements of the job. The individual will be given a position description by the County Extension Coordinator. At least on an annual basis, the agent working within the specific position will review the position description with the County Extension Coordinator to determine its relevance.
- Develops and pursues a continuous program of professional improvement, contributing toward public service faculty promotion, in relation to personal level of competence and changing requirements of the job. Professional improvement may include professional education, formal course work, in-service trainings, involvement in professional organizations, and other methods of professional improvement that are relevant to the position.
- Uses up-to-date / current research-based information and data in teaching and stays abreast of county's emerging issues.
- Shows ability to promote teamwork and share ideas among all co-workers, leaders, district staff and specialists.
- Expresses thoughts clearly and concisely through writing and speaking.
- Shows high standards of professionalism in personal contacts, appearance and work habits. As a professional, it is understood that the work effort may be extended past the eight (8) hour work day and forty (40) hour work week.
- Shows enthusiasm for job and projects a positive attitude during Extension programs.

- Participates in staff conferences regularly and uses them for planning and evaluation of joint activities. Expresses team spirit and cooperation.
- Demonstrates a willingness to develop computer skills to enhance Extension data management. Possesses or demonstrates willingness to develop adequate computer skills to enhance Extension data management and communication to publics.

**5. Other or General Responsibilities**

- Maintains consistent and effective work habits to make efficient use of time and other resources.
- Performs specific tasks and assumes leadership for certain program areas as specified by the District Extension Director and County Extension Coordinator in a position description.
- Attends and participates in training sessions/activities overnight and on weekends as directed by the District Extension Director and County Extension Coordinator.
- Work for this job is a combination of office and field work in nature. To some degree, physical activity (i.e., handling animals, demonstration materials and a-v equipment, etc.) is required to conduct programs and move equipment and materials to and from program sites.
- Demonstrates personal interest and involvement in local community by joining local civic organizations or supporting their efforts and networking with community leaders.
- Handles other duties as assigned.