



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

**COUNTY EXTENSION COORDINATOR
JOB DESCRIPTION**

ROLE:

The County Extension Coordinator is appointed from the county Extension staff and supervised by the District Extension Director. Appointments are reviewed annually during the performance review process.

The major responsibility is to coordinate efforts of the county staff, including organizing and allocating resources, preparing budgets, maintaining relationships, interpreting and communicating policy, teaching, evaluating and reporting in his/her assigned program area.

MAJOR RESPONSIBILITIES:

1. Provides leadership in working with local leaders, advisory and planning groups, funding sources and elected officials to develop understanding and support for all Extension programs.
2. In cooperation with the assigned staff, organizes and maintains an effective Extension needs assessment plan to ensure a comprehensive, representative county Extension program which meets the needs of clientele without regard to race, color, religion, national origin, age, sex, handicap, or veteran status. Makes sure adequate documentation is kept to verify citizen involvement in the needs assessment techniques used.
3. Coordinates the preparation of the long-range county Extension program plan and the preparation and submission of an integrated annual plan of work.
4. Coordinates regular staff conferences and informs Extension staff of current events and activities.
5. Provides for the equitable distribution of work among support staff so as to provide for the needs of all professionals; keeps informed of staff itineraries, travel and activities; routes correspondence to appropriate staff members.
6. Recommends the employment of support staff under established EEO/AA guidelines. Coordinates the supervision of support staff.
7. Reviews and recommends leave requests, travel and expense forms, travel outside the county (in-state and out-of-state) and requests to attend non-Extension meetings, etc.

8. Performs evaluation on all county faculty and support staff as directed by, and with input from District Extension Director.
9. In cooperation with the District Extension Director and local county governing boards and with input from all county staff members, accepts responsibility for preparation and maintenance of the county Extension budget.
10. Maintains knowledge of funds handled, exercises control of budget expenditures, and keeps adequate financial records of all office accounts. Is responsible for completing a yearly County Extension Accounts Statement of Review and filing with the district Extension office. Is responsible for accurate accounting of all grant funds obtained by county staff. Submits monthly verification of account reconciliation to the district Extension office.
11. Responsible to ensure EEO/AA plan of University of Georgia Cooperative Extension is followed.
12. Arranges for adequate office space, secretarial support, supplies, and facilities.
13. Prepares and/or ensures the timely preparation and submission of required reports such as the Civil Rights Compliance Review, staff conference minutes, postage reports, plans of work, annual voucher report, GaCounts, etc.
14. Coordinates established office procedures for all professional and support staff.
15. Acts as liaison with other county professionals and support staff by communicating and coordinating organizational information.
16. Works under the direct supervision of the District Extension Director and counsels with him/her on matters such as personnel, budget, facilities, postage allotments, travel allotments and etc.
17. Coordinates public relations activities with mass media, elected county, state and federal representatives, other government agencies and civic groups as appropriate, to develop a positive image of Extension in the community.
18. Ensures that the county Extension office is operated and maintained in a manner which presents a professional image to clientele and to the general public.
19. Encourages the importance of professional development and promotion of county faculty through the public service promotion system.
20. Develops partnerships to expand program opportunities.
21. Seeks alternative funding sources to leverage county and state funds.