

**COUNTY DIRECTOR
POSITION DESCRIPTION
CLINTON COUNTY EXTENSION DISTRICT**

Terms of Employment

- **Location:** Clinton County Extension Office, DeWitt, IA
- **Employer:** Clinton County Extension Agricultural District
- **Status:** Exempt, Salaried, Full-Time
- **Supervisor:** Clinton County Extension Council Chair

Benefits

- Mileage (from county office), Out-of-county meals and lodging, Job-related fees, Training, IPERS, FICA, Workmen's Compensation, Vacation, Sick Leave

Overview

The County Director is to provide leadership, management and educational programming consistent with the objectives of the Clinton County Extension Council and with Iowa State University Extension and Outreach (ISUEO). The Director interfaces, regularly communicates and cooperates with the Council and the Regional Director to coordinate external and internal work, implement, local, and institutional goals and fully access and conduct research-based, educational programming to address the identified needs of Clinton County citizens and improve quality of life. Director is expected to establish working relationships with municipalities, school districts and other organizations. The Director works closely with the Clinton County Extension staff and maintains a working knowledge of those duties with an ability to perform the functions in the event of an absence or increased workload. Builds partnerships within the county and promotes a positive, professional image of the Clinton County Extension both internally and externally.

Director role (60%) entails the following:

- ***Provides leadership*** by developing positive working relationships with local leaders, elected officials, advisory groups, volunteers, staff, partners, fairboard and funding sources to strengthen both understanding and support for ISUEO programs and services.
- ***Supervises county staff*** under Council direction, provides supervision of office coverage, training as needed, encourages professional development, ensures a harmonious office environment; reviews staff time sheets, travel/expense forms, leave requests, in-state and out-of-state travel requests; and, performs employee evaluations with Council Personnel Committee.
- ***Develops and leads volunteer networks*** and support strategies required to build and sustain programs in all program areas, especially in youth, 4-H, horticulture, environmental and community development programming.
- ***Acts as a liaison*** between county staff and the Council by communicating and coordinating operational and organizational information, keeping all parties informed of current events and activities and does so in part by assisting the Council Chair in the development of agendas for the regular Council meetings.

- **Oversees the Clinton County Extension financial systems** in coordination with the fiscal committee and bookkeeper by exercising control of budget expenditures, maintaining accurate financial records of accounts, seeking alternative funding sources and submitting the appropriate financial reports to the Council, ISUEO and partnering organizations/agencies. Seeks out, writes and manages grant funds and corresponding programs.
- **Oversees the public relations** activities of marketing and communication. Ensures strategies developed and implemented with media, social media, government agencies/officials and appropriate civic groups to develop a positive image of Extension in Clinton County.

Extension Educator role (40%) entails the following:

- **Actively seeks out needs** in the county, informing the Council, Regional Director and specialists of those opportunities, and then developing and carrying out appropriate responses to meet needs.
- **Coordinates and executes the** Clinton County strategic plan. The county director will match ISUEO resources and priorities with local needs, offering programming in all ISUEO subjects, using creative and innovative approaches, while also striving to offer programs to underserved county audiences.
- **Teaches research-based educational programs** in assigned Extension program area(s), throughout the county, with the ability to proactively adapt to changing education programming demands to meet the emerging client and organizational needs in any Extension program areas.
- **Evaluates** and reports the impact of educational programs.

Required Qualifications

- Bachelor's degree in one of the following areas: education, agriculture, natural resources, community development, family and consumer science, business, human resources or related field to Extension subject matter.
- Minimum three years' experience supervising staff and performing human resource functions.
- Minimum three years' experience recruiting, developing and managing volunteers.
- Outstanding written, oral and customer relations communication skills.
- Proficient in Microsoft Office and use of social media.
- Access to reliable transportation and valid driver's license.
- Be approved through the Child Protection and Safety Program/background screening.
- Ability to work flexible hours. (Some evening and weekend hours will be required)
- Ability to multi-task and prioritize various work tasks.

To apply for the **COUNTY DIRECTOR** position, submit a cover letter, resume, three personal/professional references and the completed application that is available with instructions at:
www.extension.iastate.edu/Clinton.

Direct questions and submit materials to Jeffrey Macomber, Regional Director: jmacombe@iastate.edu At least one application item submitted via e-mail. Mailing address: Jeffrey Macomber, Regional Director, Iowa State University Extension and Outreach, 107 Cedar Street. Tipton Iowa 52772.

To be guaranteed consideration, apply by May 22, 2019 at 4:00 pm. Position will remain open until filled.

We are an Affirmative Action/Equal Opportunity Employer