

County Paid Staffing Structure

Category	Duties and Responsibilities	Recommended Qualifications
County Director	<ul style="list-style-type: none"> Provides leadership for county strategic planning and program planning based on local needs Builds community collaborations Programming management and oversight in collaboration with program specialists and faculty Supervises county paid staff Serves as county staff representative for the extension council Manages county budget Secures and manages outside funding including grants and private sources May also fulfill role of [program area] Coordinator in addition to county director duties 	<ul style="list-style-type: none"> Bachelor's degree and minimum three years management or leadership experience Supervisory experience Content knowledge in at least one field: agriculture and natural resources, human sciences, youth development, community and economic development Strong written and oral communication skills Networking, team building and organizational skills Ability to work without direct supervision Ability to work evenings and weekends
Office Manager	<ul style="list-style-type: none"> Manages all office logistics Fulfills role of bookkeeper or assistant bookkeeper Coordinates program logistics May fulfill role of office assistant May manage marketing and public relations May supervise staff and serve as representative for the council if county does not have a county director 	<ul style="list-style-type: none"> Associate's degree or two years office management experience Computer, organizational and problem-solving skills Strong written and oral communication skills Team player and people oriented Bookkeeping experience Excellent customer service skills
Office Assistant	<ul style="list-style-type: none"> Welcomes and assists clients Assists county-paid staff and specialists with program execution and day to day office function Fulfills role of assistant bookkeeper Manages volunteer records and background screenings as required in risk management policies 	<ul style="list-style-type: none"> High school degree or equivalent Strong written and oral communication skills Team player and people oriented Computer, organizational and problem-solving skills Receptionist experience and excellent customer service Ability to multi-task and organize

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<p>[Program Area] Coordinator <i>EXAMPLES: county youth coordinator, agriculture and natural resources coordinator, human sciences coordinator, marketing coordinator, master gardener coordinator, program coordinator</i></p>	<ul style="list-style-type: none"> • Develops local programming based on county needs with direction from county director and council • Plans, coordinates and implements educational programming in a specific program area in collaboration with program specialists • Manages local data collection in line with program area requirements • Manages project budgets within program area • Secures outside funding sources • Builds community collaborations • May provide direct instruction if possesses high level of education and experience 	<ul style="list-style-type: none"> • Bachelor's degree • Content knowledge in the field related to program area: agriculture and natural resources, human sciences, youth development, community and economic development, marketing • Strong written and oral communication skills • Computer, organizational, and problem-solving skills • Team player and people oriented • Ability to work evenings and weekends • Teaching or facilitation experience in field related to program area if direct instruction is a required job responsibility
<p>County Specialist</p>	<ul style="list-style-type: none"> • Provides direct instruction • Plans, recruits and teaches educational curriculum within a specific program area • Collaborates with ISU Extension and Outreach Program Specialists • Manages local and regional data collection in specific program area • Secures outside funding support of program area • Participates in state in-service training within the specific program area. • Conducts needs assessment and program evaluation within program area 	<ul style="list-style-type: none"> • Bachelor's Degree (Master's degree preferred) • Content expertise in the related program area: agriculture and natural resources, human sciences, community and economic development, youth and 4-H • Three years of direct teaching experience • Strong written and oral communication skills • Computer, organizational, and problem solving skills • Team player and people oriented • Ability to work evenings and weekends
<p>Bookkeeper</p>	<ul style="list-style-type: none"> • Duties and responsibilities depend on position, assistant or bookkeeper • Work with chart of accounts and sub funds • Revenue and expense accounts • Preparation of receipts and bank deposits • Receive and process payables, prepare invoices and monitor accounts receivable • Handles tax and benefit paperwork for employees • Collects, processes and records benefit documentation for employees and government agencies • Oversees collection of time reporting by employees 	<ul style="list-style-type: none"> • Qualifications dependent on position • Bookkeeping or accounting experience • Computer, organizational and problem solving skills • Strong written and oral communication skills • Detail oriented, able to meet deadlines • Able to perform several tasks concurrently and with ease • Able to ensure confidentiality • Understanding of developing budgets and implementation