POSITION: County Extension Program Director (CEPD)

HOURS: Full-time, salaried position - 40+ hours per week. To complete this mission, the CEPD will be required to work outside of a normal work schedule and to be expected to manage their schedule to satisfactorily meet the requirements of the position including evening and weekend meetings.

QUALIFICATIONS/SKILLS:
1. 4 year degree, may be waived based on work related experience.
2. Work experience in field(s) relevant to Extension business. (Preferred).
3. Two or more years of supervisor experience. (Preferred).
4. Computer literacy required (MS Office, Microsoft Word, or related programs preferred).
5. Valid driver’s license and access to a motor vehicle with proof of vehicle liability coverage.
6. Ability to be approved through ISU Extension criminal background check and motor vehicle record screening.
7. Ability to work in a team atmosphere, demonstrate strong leadership skills.
8. Ability to work with minimal supervision, providing detailed reports to Extension Council.
9. Problem solving skills, organizational skills, and multiple task capabilities.
10. Ability to complete scheduled tasks on time.
11. Strong verbal and written communication skills.
12. Ability and willingness to work with small groups, or one on one to provide client face to face information.
13. Effectively communicate with all age groups.

PRIMARY RESPONSIBILITY: Develop and implement strategies to meet or exceed Extension Council Goals. Increase community programs and awareness of Delaware County ISU Extension and Outreach and Iowa State University Extension and Outreach of educational programming opportunities which fulfill county needs assessments. Identify community needs and develop and implement programming to meet the identified needs. Work with local county Extension and Outreach offices to provide programming to enhance regional cooperative efforts. Oversee the fiscal management of Delaware County ISU Extension and Outreach.

PRIMARY DUTIES:
- Maintain a working relationship with the Regional Extension Education Director (REED).
- Works closely with the Delaware County Extension Council -
  - Keeps council informed of activities within the county;
  - Oversees and reports day to day management of the office;
  - Appropriately administers the financial and human resources; and
  - Oversee facility needs.
- Open and distribute mail when needed.
- Respond to client requests for technical assistance.
- Create an atmosphere in which customer service and identified goal attainment drives staff actions.
- Identify and implement strategies and/or programming for current and future partnerships with key stakeholders within the County and ISU Extension.
- Identify and work closely with stakeholders in Delaware County to identify needs and, as directed, set goals to achieve those needs.
- Work through networks within and outside of ISU Extension to bring in resources to address identified needs.
- Conduct programming in top areas determined by needs assessment survey.
- Support volunteer networks, including recruiting and training new volunteers.
- Assists with the Delaware County Fair -
  - Follow MOU between Delaware Co. Extension & Outreach and Delaware Co. Fair Board
  - Insures all 4-H rules and procedures are followed;
Maintains open communication with Fair Board;
- Resolves conflicts or concerns, with guidance from committees (if appropriate);
- Works closely with the 4-H food stand to ensure proper protocols are followed; and
- Advocates for 4-H and Extension programming at the fair.

- Ensures that all civil rights goals and requirements are followed.
- Assists with and provides direction for the Delaware County Master Gardener Program
  - Insures all Master Gardener rules, procedures, and protocols are followed
  - Maintains open communication with Master Gardener elected officers
  - Primary contact for Delaware County Master Gardeners and bridge between State Master Gardener Coordinator and county program.
- Works with others to help secure resources (volunteers, contracts, grants, and donations) to support identified needs at county level.
- Understands the Personnel Policies and models adherence to the policies and verifies staff follows the policies.
- Coordinate, through the County staff, an effective and organized schedule of meetings and activities involving the Extension office, staff, and facilities.
- Supervise Office Assistant, CYC and Summer Assistant.
- Evaluates county staff including CYC, office assistant, and summer assistant. Performance reviews will be carried out at least annually.
- Other duties as determined in conjunction with the County Extension Council to meet the mission of Delaware County Extension and Iowa State University Extension.
- Some travel required.

REPORTING OF ACTIVITIES:
- The County Extension Program Director (CEPD) reports directly to the Delaware County ISU Extension Council.
- The Director will attend regular council and staff meetings and will meet with the REED at least once per month to review/discuss programming, progress, and review activities and issues.

EMPLOYMENT/BENEFIT:
- Vacation and sick leave as per Personnel Policy.
- Mileage for use of personal vehicle in the performance of approved duties will be paid at the current Delaware County travel allowance rate.
- Retirement benefits - IPERS.

All other benefits are listed in the personnel policy.