Job Description

POSITION  County Extension Director/Coordinator: Jones County Agricultural Extension District
NOTE: Final title will reflect the candidate’s level of education and qualifications.

DESCRIPTION  The Director/Coordinator: (1) implements, promotes and expands educational programming in cooperation with Iowa State University (ISU) Extension and Outreach; (2) manages the county office, supervising county-paid extension employees and overseeing fiscal management of Extension operations; (3) works on behalf of the Jones County Extension Council, an elected body, and in close collaboration with ISU’s Regional Director; and (4) works with other county-based Extension offices to enhance regional cooperation efforts.

EMPLOYMENT  Full-time (40+ Hours per week), exempt. The Director/Coordinator is required to work outside a traditional schedule (nights and weekends, as necessary), and is expected to manage a schedule to satisfactorily meet the requirements of the position. Valid driver’s license and access to a motor vehicle.

MINIMUM SALARY  $47,476/year

PREFERRED QUALIFICATIONS

1. Bachelor’s degree, preferably in a field relevant to one of the ISU Extension programming areas: Agriculture and Environment; Community and Economic Development; Human Sciences; or Youth/4-H.
2. Demonstrated budget management experience, including budget development and certification as well as application of fiscal policies and practices.
3. Effective leadership and human resource management skills, including the following.
   a. Fostering a collaborative team atmosphere among the county-paid staff and ISU Field Specialists.
   b. Personnel policy development and knowledge of Fair Labor Standards Act requirements.
   c. Organizational and problem solving skills, and the capacity to manage multiple tasks to completion.
   d. Volunteer management experience.
4. Experience working with 4-H programs and County Fairs.
5. Strong verbal and written communication skills.
6. Knowledge of grant writing and grant administration.
7. Ability to engage community members, agencies and organizations to sustain cooperative networks.
8. Computer skills required in Microsoft Office Suite programs.
9. Must pass the ISU Extension and Outreach background screening process.

MAJOR RESPONSIBILITIES

1. Work closely with the Jones County Extension Council in regard to the following.
   a. Keep the council informed of county-based activities.
   b. Over-see facilities and technology.
2. Create an organizational culture and atmosphere where customer service and identified goal attainment drives staff actions in regard to the following. Effectively supervise and evaluate county staff annually.
3. Work with ISU Extension and Outreach and local stakeholders and partners to identify local needs that can be met through current and/or future programming
4. Collaborate with local and regional stakeholders to help secure resources (volunteers, contracts, grants, and donations) to address identified county needs.
5. Maintain a collaborative working relationship with the Iowa State University (ISU) Regional Director.
6. Support volunteer networks, including recruiting and training new volunteers.
7. Assist with the annual Jones County Fair by serving on the Jones County Fair Board and supporting the Memorandum of Understanding (MOU) between Jones County Extension & Outreach and the Jones County Fair Board, including the following: advocating for Extension programs; working with committees; and communicating with project volunteers.

8. Ensure that all civil rights goals and requirements are followed.

9. Other duties as determined in conjunction with the Jones County Extension Council to meet the mission of Jones County Extension and Iowa State University Extension and Outreach.

10. Occasional local travel, within and between Region 10 counties, is required.

REPORTING STRUCTURE

The County Extension Director/Coordinator reports directly to the Jones County ISU Extension Council. The Director will attend regular council and staff meetings and will meet with the Regional Director at least once per month to review/discuss programming, progress and review activities and issues.

EMPLOYMENT BENEFITS

a. Vacation and sick leave as per Jones County Extension Personnel Policy.
b. Mileage for use of personal vehicle in the performance of approved duties will be paid at the current Jones County travel allowance rate.
c. Retirement Benefits through the Iowa Public Employees’ Retirement System (IPERS).
d. All other benefits are listed in the Jones County Extension Personnel Policy.

APPLICATION PROCEDURE

Please submit employment application (available at [http://www.extension.iastate.edu/jones/](http://www.extension.iastate.edu/jones/)), cover letter, and resume to: Personnel Committee
Jones County Extension and Outreach
P.O. Box 28
800 Maple Street, Suite 2
Monticello, IA 52310

OR email to: jsavel@iastate.edu

- Initial Application Review: July 22, 2016
- Interviews will be scheduled after July 25, 2016
- Position open until filled

Submitting an incomplete application and/or failure to supply requested information and/or documents will result in application being disqualified from consideration.

We are an Affirmative Action/Equal Employment Opportunity Employer.