

Marion County Program and Office Director Job Description

Employer	Marion County Extension District, Knoxville, IA
Appointment Conditions	Non-Exempt, Hourly, Part Time (0.6 FTE), under Marion County Extension personnel policy
Proposed Start Date	To be determined
Job Description	<p>The Marion County Extension Council (Council) exists to provide effective program leadership and financial oversight for the Marion County Agricultural Extension District in partnership with Iowa State University. The Marion County Extension Director serves as a representative of the council providing administration and leadership for county programs and staff team in the following areas:</p> <p>Programming</p> <ul style="list-style-type: none"> ○ Coordinates and markets research-based, educational programs to improve quality of life. ○ Conducts needs assessments and appropriate responses to meet needs. ○ Influences future program direction and development. ○ Functions as an effective educator using knowledge of the Extension system for program development and delivery. ○ Identifies innovative ways to meet under-served and under-represented audiences. <p>Financial Record Keeping</p> <ul style="list-style-type: none"> ○ Print checks and make payments to vendors ○ Organize deposits, expenses and payroll info; and submit spreadsheets to bookkeeper ○ Submits appropriate documents for payment and financial records ○ Prepare agenda, minutes and financial records for Extension Council and staff ○ Works with REED and Council to prepare and submit annual budget ○ Records and issues receipts to clients ○ Prepare and mail invoices and supply orders <p>Community Involvement</p> <ul style="list-style-type: none"> ○ Serves as the Council’s public representative and promotes positive professional image. ○ Establishes, organizes, and facilitates county networks to build community capacity. <p>Supervision and Administration</p> <ul style="list-style-type: none"> ○ Provides supervision of county staff and initiates strategies for their professional development. ○ Maintains a positive working relationship with staff and clients in the county. ○ Assists Council with county extension policy and procedure development. ○ Develops and maintains an efficient and responsive county office. ○ Oversees building and property management, equipment and supplies. ○ Other duties as assigned. <p>Council Collaboration</p> <ul style="list-style-type: none"> ○ Uses adopted policies and procedures for county business operations and council relations. ○ Serves as staff liaison between Council and Iowa State University Extension and Outreach. ○ Works in cooperation with the Council to develop and implement program priorities. ○ Informs Council of county projects and project outcomes.
	<p>Bachelor’s degree and experience that includes leadership and supervision. Excellent communication skills and multitasking abilities. Successfully pass Child Protection and Safety Program/background screening. Ability to work flexible hours (occasional evening and weekend hours). Access to dependable transportation and a valid driver license.</p>
Preferred Qualifications	Previous Extension experience and supervisory experience. Experience working cooperatively with an elected board. Experience working with diverse groups in community development.
Salary	Commensurate with experience and education. .
Apply	Send cover letter, resume, and three professional references to Sherry Ford at slford@iastate.edu . If you have questions, please contact Kisha Jahner at 641-891-7874. Deadline to apply is August 23, 2019. EEO/AA Employer.

