

COUNTY EXTENSION DIRECTOR

DEFINITION

Subject to the determination of policy, to plan, coordinate and administer the integrated University of Wisconsin Extension program in Dane County; and to do related work as required.

EXAMPLES OF DUTIES

As a result of research and surveys, determines program needs and establishes priorities for such programs appropriate for the residents of Dane County; accounts to the University of Wisconsin Extension Service and the Dane County Agriculture Committee regarding policy and programs; prepares and administers annual budget; selects, trains and supervises staff of professional Extension Agents responsible for executing programs in the fields of agriculture, livestock, farm management, home economics, nutrition, 4-H, youth, horticultural and environmental quality; supervises clerical staff; confers with the Federal Department of Agriculture regarding programs and new developments in the field of Extension Services; directs the publicizing and promotion of the County agricultural and Extension education program.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to a master's degree in a field related to the University Extension Service (Specific qualifications are determined by the Extension Service of the University of Wisconsin).

Knowledges and Abilities: Knowledge of the principles, practices, and techniques pertaining to agricultural and Extension Service educational programs; knowledge of County, State and Federal regulations and laws concerning agriculture, environmental quality, farm management, youth, family life, and nutrition; knowledge of the principles of community service organizations; ability to establish and maintain effective working relationships with agricultural, family and youth organizations; ability to plan meaningful and effective programs; ability to allocate budgeted funds; ability to deal effectively with fellow faculty members of the University of Wisconsin, County officials, employees and the general public; ability to write and speak clearly and persuasively.