K·STATE
Research and Extension

Local Unit Extension Director Policy and Position Description

All local extension units, together with the K-State Research and Extension director's representative, will designate a county or district extension director.

Educational Requirements

The director of a local extension unit will have the same minimum educational degree requirements as an agent. A BS degree is required, and MS degree is preferred. The director of a local extension unit will also be required to have extension experience or other related administrative experience. An extension board and the director's representative can recommend to raise these minimum qualifications as deemed necessary to best fulfill the administrative responsibilities at the local extension unit level on a case by case basis.

Position Description

I. Title

County Extension Director or District Extension Director

II. Authority

The Smith Lever Act of 1914, as amended; Kansas County Extension Council Law of 1972, as amended; Kansas Extension District Law of 1991; Memorandum of Understanding Between Kansas State University and United States Department of Agriculture; Memorandum of Understanding Between Division of Extension, Kansas State University and the County Extension Councils or District Governing Board; and Policies and Regulations of the State Board of Regents and Kansas State University.

III. Purpose of Work

A. The responsibility of the local unit director is given by the extension board and the director of extension through the director's representative. This administrative assignment may be in addition to fulfilling the position of Extension agent with a specific area of program focus.

B. The purpose of the position of the local unit director is to coordinate and direct the administrative functions to include: the fiscal operations of the unit; coordination of personnel; the development, delivery and reporting of extension programming; and such other administrative functions assigned by the extension board and the director's representative.

C. **Director of local county or district extension units with five or more extension agents; (or subject to adoption by the board and the director's representative, any county unit with four agents, or any extension district):**

A director will be appointed by the board and the director's representative and delegated the responsibility for supervising, coaching and evaluating the work performance of extension agents, as well as all other duties and responsibilities included in this position description.

IV. Major Duties and Responsibilities

A. Plan and coordinate the budgetary and fiscal operations, personnel management, and office management by:

1. Providing leadership in developing annual budgets; securing extramural funds to support extension programming, supervising fiscal operations and submitting financial reports and reviewing audits.

2. Handling legal responsibilities of the local extension unit as directed in extension council and district laws.

3. Supervising and evaluating local office professionals and program assistants.

4. Supervising, coaching and evaluating extension agents (in units described in Purpose of Work, Section C).

5. Holding regular staff conferences and coordinating staff activities.

6. Planning adequate office space, equipment, and technology for staff and overseeing procedures to purchase all office supplies and equipment.

B. Coordinate the planning, development and delivery of a well-rounded and comprehensive local extension educational programming by:

1. Assuming leadership and working with the extension board, local stakeholders and other extension agents, area and state specialists, and the director's representative to develop comprehensive programming to meet the needs of local people.

2. Coordinating the utilization of extension program development committees and other local interest groups in developing and conducting educational programming.

3. Providing leadership in the implementation of agent action plans by scheduling of extension activities and events, creation of educational resources, and the securing of the services of area and state specialists and other human resources.

4. Leading training sessions, and utilizing educational resources for local leaders who serve on the extension board and program development committees, as well as other extension affiliated groups.

C. Provide leadership at the local level to assure that extension educational programming is accessible to all individuals and that all reasonable efforts are being made to reach underserved audiences.

D. Provide leadership in implementing a comprehensive process for selecting and screening volunteers and staff, following K-State Research and Extension policies and procedures. Assure that all volunteers working with youth, beyond a single program or short term learning activity, are VIP registered and comply with the 4-H Volunteer Information Profile (VIP) Code of Ethics.

V. Administrative Accountability

The local unit director is administratively responsible to the extension board and the director's representative for budget and fiscal operations, personnel management of local staff, overall program development, delivery and evaluation, and assurance of accessibility to local programming by all individuals.