

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

**Position Description**

**County/District Extension Agent, Agriculture  
K-State Research and Extension  
(0.90 FTE Agriculture, 0.10 FTE Community Development)**

PURPOSE OF POSITION: Extension Agriculture Agents are to provide leadership in developing, implementing and evaluating adult and youth Extension educational programs in the county of employment to increase knowledge and appropriate research-based practices in agriculture and natural resources, and to enhance effective community action in support of agricultural issues without regard to race, religion, color, national origin, sex or handicap.

RESPONSIBILITIES:

I. Provide educational programs and information in the area of agriculture and natural resources, as defined by the Agent's specific assignment.

ACTION NEEDED:

- A. Serve as the local educator for K-State Research and Extension in agriculture, natural resources and related environmental issues supportive to agricultural industry competitiveness and the natural resource base.
- B. Develop and implement a Plan of Work in agriculture and natural resources with the Agriculture Program Development Committee for submission and approval by the Extension Council Executive Board and the Director of Extension's authorized representative.
  - 1. Be attentive to local issues through review of information and data and listening to the public in order to determine present and future program needs. Utilize ideas and methods from other counties and areas in solving local problems.
  - 2. Consider priorities of K-State Research and Extension programs and interpret importance for local leaders in developing the County Plan of Work.
  - 3. Utilize appropriate non-formal education techniques by preparing and/or securing teaching materials and the professional assistance of specialists and other qualified resource people.
  - 4. Educational programs should provide accurate research-based technical and educational information and programs through in-depth workshops, informal courses, meetings, conferences, consultations, newsletters, publications, video tapes, satellite telenets, demonstrations, tours, displays, mass media or other appropriate Extension teaching methods.
  - 5. Organize and conduct training sessions for the Extension Council and Executive Board.
  - 6. Communicate needs of local citizens to the University for consideration in future research projects and Extension programs.

II. Maintain and improve professional competence in

A. Seek professional improvement through in-service training, graduate courses, independent study, and selective conference attendance.

- subject matter and teaching methods.
- B. Participate in professional meetings.
  - C. Use new teaching techniques and technology in presenting educational information.
  - D. Establish working relationships with area and state specialists of the appropriate subject matter responsibility.
- III. Develop and maintain good public relations and a favorable image of Kansas State University and K-State Research and Extension.
- A. Maintain cordial and courteous interactions with the public.
  - B. Operate in a business-like manner.
  - C. Cooperate with co-workers and other agency personnel to achieve educational objectives.
  - D. Listen to people and review public data to help determine future county program needs.
  - E. Create awareness of Extension services now available in the county, area, and state.
  - F. Provide clear rationale and explanation to the public for the prioritizing of Extension programs.
- IV. Recruit, train and manage leaders to assume responsibility for implementing activities of Extension-related groups.
- A. Recruit, train, and manage adult and youth volunteer leaders in subject matter and techniques for educational presentations in conducting on-going programs.
  - B. Review and revise roles and teach to competence -- judges and volunteers who supervise county events such as fairs, achievement days, camps, field days and tours.
- V. Assist the county in developing its total resources.
- A. Help provide data and a forum for discussion and identification of community and county economic, social and cultural problems, needs and goals as they affect the county and its agricultural industry competitiveness and natural resource base.
  - B. Arrange conferences and workshops for special interest groups considering county and community-centered issues.
  - C. Coordinate Extension programs with the educational efforts of other groups such as USDA agencies, conservation districts, watershed districts, producer organizations, and appropriate state or local agencies including, but not limited to, Department of Agriculture, Department of Commerce and Housing, and Department of Health and Environment.
  - D. Provide leadership training for leaders and/or volunteers in such areas as communications, social action, public relations and group dynamics in order to support county or community based needs.
  - E. Develop, support and participate in appropriate community coalitions whose mission advances support for agricultural industry competitiveness and environmental quality.
- VI. Cooperate with USDA and state agency programs at the county level.
- A. Maintain liaison with county and state agency personnel.
  - B. Serve as a county link for the K-State Research and Extension/USDA.
  - C. Serve as a link between the county and area and state specialists.
- VII. Evaluate the effectiveness of county Extension educational programs.
- A. Use a variety of formal and informal techniques to evaluate local program effectiveness relative to the objectives and needs of the county.

- VIII. Report program progress and accomplishments to University, County Board and local citizens.
  - B. Utilize various techniques to prioritize new programs for the benefit of local people.
  - A. Inform the public about the Extension achievements and progress through mass media, meetings, group activities, and targeted reporting to local groups and officials.
  - B. Prepare and submit monthly and annual reports to the Extension Council Executive Board and the Director of Extension's authorized representative which identify the impact of local Extension programs.
- IX. Assist in organizing and coordinating Extension Council activities.
  - A. Provide support to the County Extension Council with elections, annual meetings and monthly executive board meetings.
  - B. Help organize county award committees.
- X. Provide educational programs and materials to all people of the county without regard to race, religion, color, national origin, sex or handicap.
  - A. Exhibit knowledge of Civil Rights regulations and purposes and the Americans with Disabilities Act.
  - B. Develop programs "targeted" to achieve balance in participation.
  - C. Implement "all reasonable efforts" in county program implementation.
  - D. Maintain and analyze participation data to evaluate program balance.
  - E. Communicate without discrimination.
  - F. Exercise judgment in recognizing rights of others.

**WORKING AUTHORITY:**

Smith Lever Act of 1914, as amended; Kansas County Extension Law of 1951, 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 or District Extension Councils; and Policies and Regulations of the State Board of Regents and Kansas State University.

**ADMINISTRATIVE ACCOUNTABILITY:**

Extension Agriculture Agents are responsible to the Executive Board of the County Extension Council and the Director of Kansas State University Agricultural Experiment Station and Cooperative Extension Service and/or the Director's authorized representative for county program development, day to day program operations, and administrative management.