

# **General Position Description: County Extension Agent (Courtesy & Program)**

## **Major Responsibility of the County Extension Agent, Courtesy, Visiting, and Program Extension Agents**

This position's major responsibility is the interpretation and delivery of relevant educational information to the citizens of the county, with specific emphasis on an efforts to insure the application of this knowledge.

The Agent is responsible to the CED for all programmatic and administrative matters. However, the Agent works cooperatively with the appropriate Program Leader to integrate his/her program efforts into the total County Extension program. The amount of time which an Agent spends in specific program areas and/or in program components is determined in concert with the Program Leader, the County and District Directors.

## **Functions and Tasks of the Agent**

1. Conducts educational programs in his/her designated program area to help people more effectively interpret and use findings of science and technology.
  - a. Assumes responsibility for developing and executing a Plan of Work.
  - b. Involves the appropriate program advisory committees in the development and implementation of programs.
  - c. Uses the resources of the University of Florida and the community to effectively implement county programs.
  - d. Identifies, recruits, and develops volunteer leadership to carry out the program of work in the county.
  - e. Assumes responsibility for the 4-H program within his/her area of competency or subject matter.
  - f. Develops and uses appropriate systems for reporting program accomplishments.
  - g. Functions at all times as a professional educator.
2. Follows a sound process in developing educational programs in his/her designated area of responsibility.
  - a. Works with the program advisory committee in analyzing the county situation and in identifying priority problems.
  - b. Establishes clear objectives and uses appropriate subject matter content and learning experiences to reach these objectives.
  - c. Designs and implements a variety of program delivery methods to reach target clientele.
  - d. Takes necessary action to insure that sufficient groundwork is laid for programs to succeed.

- e. Evaluates results and accounts to appropriate publics for program accomplishments.
- 3. Develops an understanding of the county, the needs of its citizens and Extension's role in meeting those needs.
  - a. Understands the county situation in terms of social and economic factors.
  - b. Understands the role of County Extension Service in effecting changes in the county situation.
  - c. Continuously examines his/her role as a change agent.
- 4. Understands the philosophy of Extension and utilizes effective methodology in program delivery and evaluation.
  - a. Understands and conveys the philosophy, objectives and policies of Florida CES.
  - b. Assists in determining and obtaining resources needed to implement the Plan of Work.
  - c. Plans and provides the training needed to equip volunteer leaders to carry out the program.
  - d. Develops and maintains two-way communications with volunteer leaders.
  - e. Establishes and maintains rapport with personnel of the mass media and arranges for appropriate releases in the program area.
  - f. Determines the impact and assesses the effectiveness of the program.
  - g. Uses the results of program evaluation to initiate changes in the implementation of the program.
  - h. Understands and implements the provisions of EEO, ADA, UF's diversity plan, and other Affirmative Action programs within Extension.