

Job Description: COUNTY EXTENSION AGENT
(FAMILY & CONSUMER SCIENCES)

CLASS NO. 3102

EEOC CATEGORY: Professionals

PAY GROUP: Unclassified

FLSA: Exempt

SUMMARY OF POSITION

Duties include assisting in developing a county plan of work and performing and supervising a variety of functions to administer effective extension programs common to home economics, agriculture, and 4-H.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners Court, District Extension Director, and any other appropriate County Extension Coordinators.
2. Directs: Jointly supervises Secretary (County Extension).
3. Other: Works under the policies and procedures of the Texas Agriculture Extension Service, Texas A&M University, the U. S. Department of Agriculture, and the Commissioners Court. Has frequent contact with a variety of agriculturally-related agencies and organizations, other county employees, and the general public.

EXAMPLES OF WORK

Essential Duties*

Organizes and maintains the home economics committee, extension homemaker clubs, and 4-H clubs and their leaders;

Plans, implements, and evaluates an effective extension program based on the expressed needs of the people;

Assists in organizing and maintaining a broadly-representative county program-building committee, and assist the program-building committee in gathering, analyzing, and interpreting data, and in developing specific plans;

Identifies, recruits, and trains adult and youth leaders for various functions and projects;

Conducts educational activities through organized community extension homemaker clubs, teaching, newsletters, community study groups and services, and the mass media;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 3102 (Continued)

Provides problem-solving assistance to individuals and groups through public awareness efforts, workshops, special interest group meetings, home visits, personal contacts, phone calls, news articles, information letters and flyers, tours, exhibits, method demonstrations, and personal conferences.

Plans and implements evaluation techniques for significant program activities;

Prepares, supervises the preparation of, and approves various required reports, work plans, and administrative summaries;

Participates in regularly-scheduled county staff conferences; and

Develops and participates in a long-range professional improvement plan.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: technical aspects of home economics methods and techniques; personnel policies and procedures.

Skill/Ability to: teach and motivate persons of all ages; understand and comply with the policies, philosophy, and procedures of the Texas Agricultural Extension Service; establish and maintain effective working relationships with other county employees, employees of a variety of agriculturally-related agencies and organizations, and the general public; successfully plan and implement program-building and problem-solving techniques; demonstrate proficiency in both oral and written communication (including explaining technical subject matter to nontechnical people); employ successful organizational skills; interpret and project background information into the ongoing program; and interpret situations and adapt the program to the needs of those involved.

ACCEPTABLE TRAINING AND EXPERIENCE

Bachelor's degree in home economics, education, or a related field (master's degree preferred), plus at least two years of related work experience in the Texas Agricultural Extension Service;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.

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8/2012