AUBURN
Human Resources

County Extension Director

Job Description

JOB INFORMATION

Job Code	CA69
Job Description Title	County Extension Director
Pay Grade	EO10
Range Minimum	$69,270
33rd %	$80,810
Range Midpoint	$86,580
67th %	$92,360
Range Maximum	$103,900
Exemption Status	Exempt
Approved Date:	1/31/2025 10:11:20 AM

JOB FAMILY AND FUNCTION

Job Family:	Extension Outreach
Job Function:	Extension Services

JOB SUMMARY

The Alabama Cooperative Extension System (ACES) County Extension Director leads and coordinates the county Extension staff to develop an effective educational program in collaboration with Auburn University and Alabama A&M University. Addresses diverse community needs, oversees administration, and fosters community development. Oversees advisory systems across all program areas, secures resources, and promotes Extension programs and their impacts.

RESPONSIBILITIES

- Serves as ACES' primary representative in the county, establishing a strong customer service ethic as the main point of contact for the to the state's land grant universities. Cultivates strong working relationships with local stakeholder groups, organizations, and agencies while functioning as ambassador for ACES.
- Oversees the recruitment, hiring, supervision, professional development, mentoring, and performance assessment of a county team with diverse roles. Manages the daily operations of the office, including scheduling, promoting a positive culture, and teamwork within and outside the office.
- Oversees the county budget administration and interfaces with County Commissions and municipalities to provide local support for office space, utilities, equipment, and program supplies. Ensures appropriate fiscal and equipment inventory management, as well as oversight for programmatic needs. Administers resources effectively and completes all required system reports.
- Maintains a subject-matter emphasis related to one of the four main program areas—Agriculture, Forestry, and Natural Resources (AFNR); Alabama 4-H; Human Science Extension (HSE); or Community Resource Development (CRD) and participates in an appropriate Priority Program Team (PPT).
- Organizes and leads a County Extension Advisory Committee and oversees the analysis and interpretation of information to assess needs through stakeholder input. Builds programmatic partnerships and networks to expand organizational capacity.
- Collaborates with Extension leadership and internal stakeholders and maintains a positive working relationship with staff and clients in region and PPT. Conducts regular meeting with staff and colleagues in region to share needs assessment results, coordinate programs, and establish priorities and new initiatives.
- Implements and promotes Equal Employment Opportunity, the Americans with Disabilities Act, civil rights, and affirmative action policies within the County Extension Office and countywide community.
- Provides leadership for county program initiatives, develops a balanced and comprehensive county plan-of-work, and oversees program delivery related to subject matter emphasis to ensure the county office is current on programs and resources.
- Manages local data collection in line with program area requirements. Prepares evaluations and success stories of delivered educational programs focused on short, intermediate, and long-term outcomes and impacts.
- Secures resources (volunteers, contracts, grants, fees, and donations) to support local and priority programs

RESPONSIBILITIES

	and initiatives within the county and may participate in grant-funded projects led by State Extension Specialists. Identifies innovative ways to engage targeted underserved and underrepresented audiences.
•	Serves as the primary contact for all forms of traditional and social media to disseminate information and market programs. Maintains a professional presence in all forms of media.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Discipline related to extension programming.	and	7 years of	Experience in teaching and the delivery of educational programs. Experience with fiscal management and business operations. At least (3) years of experience in supervising full-time employees or completion of both the Leading Self and Leading People Leadership Programs, or equivalent.	Or
Master's Degree	Discipline related to extension programming.	and	5 years of	Experience in teaching and the delivery of educational programs. Experience with fiscal management and business operations. At least (1) year of experience in supervising full-time employees or completion of both the Leading Self and Leading People Leadership Programs, or equivalent.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong oral and written communication skills.	And
Excellent presentation and public speaking skills.	And
Comprehensive knowledge of Land-Grant system; mission of Cooperative Extension; and federal, state, and local partnerships.	And
Thorough knowledge of the generation and management of revenue streams to support applied research, extension, or similar programming.	And
Ability to work with youth and adult learners, understand generational differences, and appreciate the nuances of a complex organization.	And
Ability and willingness to travel throughout assigned area and operate a motor vehicle for University business. Occasional overnight travel required.	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Other	Valid Driver's License		Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

In-State; Domestic

Additional Special Requirements:

Must be able to lift and carry supplies, publications, and equipment needed for training and programs.