AUBURN
Human Resources

# Extension Agent IV

**Job Description**

## JOB INFORMATION

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|---|---|
| Job Code | CA71D |
| Job Description Title | Extension Agent IV |
| Pay Grade | EO09 |
| Range Minimum | $62,970 |
| 33rd % | $73,470 |
| Range Midpoint | $78,710 |
| 67th % | $83,960 |
| Range Maximum | $94,460 |
| Exemption Status | Exempt |
| Approved Date: | 1/30/2025 10:40:11 AM |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Extension Outreach |
| Job Function: | Extension Services |

## JOB SUMMARY

Under limited supervision, the Extension Agent leads the development, implementation, and evaluation of educational programs that address community needs in the assigned subject matter. These programs aim to enhance knowledge, build skills, and promote positive change among participants.

## RESPONSIBILITIES

- Oversees the planning and implementation of broad-based programs while creating experiential learning opportunities to enhance participants' knowledge, leadership skills, independence, and personal growth. Initiates and leads diverse and cross-disciplinary programming to support meaningful change.
- Leads and analyzes needs assessments to identify and prioritize program needs and applies innovative approaches to program development and delivery. Collaborates regularly to coordinate efforts and establish new initiatives and priorities.
- Directly manages program data collection methods and leads the development and usage of program evaluations. Prepares evaluation summaries, success stories, and timely reports on program outcomes for stakeholders and partners.
- Establishes and provides value-adding relationships with stakeholders, participates in stakeholder organization programming, and serves as the Alabama Cooperative Extension System’s (ACES) technical and subject-matter expert to extend programmatic reach. Develops positive working relationships with colleagues and clients in assigned area to build networks, coalitions, and/or community capacity.
- Oversees budgets and manages fiscal resources according to ACES policies, ensuring responsible stewardship. Leads opportunities to identify, manage, and secure resources and extramural funding (grants, contracts, donations, sponsorships, programming fees, volunteers, etc.) to support and expand programming. May also assist with securing and administering resources for multi-county, state, and national level events.
- Serves as a role model in identifying innovative ways to engage targeted underserved and underrepresented audiences. Enforces compliance with related civil rights and affirmative action policies.
- Utilizes multiple delivery modes to include face-to-face interactions, printed materials, online and digital formats that provide greater audience access, quick delivery of information, and convenience.
- Develops a professional communication plan to reach current and prospective program members and affiliates. Identifies, selects, and establishes media contacts and actively uses various media outlets to promote and market programs in line with Auburn University and ACES branding guidelines.
- Establishes and builds relationships with volunteers and partners. Leads and coordinates volunteer development, including recruitment, orientation, and specialized training to strengthen program and volunteer capacity.

## RESPONSIBILITIES

- Provides expertise and leadership to the internal team and/or external stakeholders, ensuring that program policies, decisions, and directions align with ACES and Auburn University guidelines. Mentors junior staff, peers, and/or volunteers to increase organizational capacity.
- Implements and enforces all Auburn University Risk Management requirements and policies designed to help keep program participants, especially youth, safe.
- Participates in and leads professional development within the program area, Priority Program Team (PPT), Southeast Extension network, and professional organizations. May provide leadership and represent the PPT in regional, statewide, and national programs, influencing the establishment of new initiatives.
- May lead the development and evaluation of the PPT plan-of-work, create individual plans with other Extension Agents, and develop a special area of technical emphasis. May conduct applied research, demonstration projects, or other initiatives to achieve desired programmatic outcomes.
- May lead the development and implementation of the county 4-H strategic plan, ensuring youth access to diverse programming and alignment with organizational goals. May collaborate with Extension staff, guide advisory groups, and support 4-H events at all levels.

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

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## 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 | 12 years of | Experience implementing, managing, or delivering educational programs in a relevant discipline, including formal and/or informal teaching methods. | Or |
| Master's Degree | Discipline related to extension programming. | | 10 years of | Experience implementing, managing, or delivering educational programs in a relevant discipline, including formal and/or informal teaching methods. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Expert knowledge of fundamental concepts, practices and procedures of particular field of specialization. | |
| Ability to work with youth and adult learners, understand generational differences, and appreciate the nuances of a complex organization. | |
| Ability and willingness to travel extensively throughout assigned regions and operate a motor vehicle for University business. | |
| Ability to develop a variety of educational resources (printed materials, online and digital formats for the delivery of information) to support broader initiatives. | |
| Demonstrated leadership ability with statewide or multi-state partnerships. | |
| Knowledge of special areas of technical emphasis that supports capacity and programming efforts of PPT. | |

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| 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.