AUBURN
Human Resources

Dir, County Extension Operations

Job Description

JOB INFORMATION

Job Code	CA86
Job Description Title	Dir, County Extension Operations
Pay Grade	OP15
Range Minimum	$101,550
33rd %	$132,010
Range Midpoint	$147,240
67th %	$162,470
Range Maximum	$192,940
Exemption Status	Exempt
Approved Date:	2/4/2026 11:44:03 AM

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Extension Systems

JOB SUMMARY

The Director for County Operations leads the Alabama Extension's County offices, ensures operational excellence, and statewide alignment across seven regions. Collaborates with the Associate Director at Alabama A&M University to standardize county practices, strengthen local partnerships with governments and stakeholders, and drive measurable outcomes through data-informed planning, evaluation, and reporting.

RESPONSIBILITIES

- Leads county operations and supervision: Supervises Assistant Directors for Field Operations; set statewide operational standards; steward county budgets and personnel decisions in partnership with support units and local governments.
- Plan of Work and program integration: Coordinates annual Plan of Work execution with Assistant Directors for Field Operations and Program Assistant Directors; embeds local needs assessments into statewide priorities; ensures consistent impact reporting, with leadership specifically on community resource development and community sustainability and vitality for all 67 Extension Offices.
- Collaboration & Communication: Works closely with support units and campus partners to ensure alignment of processes, effective communication, and successful implementation of strategic initiatives.
- Funding and partnerships: Grows diversified county funding portfolios (MOUs, grants, gifts, fees) and strengthen advisory systems; serve as liaison with county commissions.
- Access and compliance: Ensures programs and operations actively promote equitable access and inclusion.
- Reporting & evaluation: Drives data-informed decision cycles, evaluation practices, and statewide dashboards for county operations; ensure audit readiness.
- External representation: Represents ACES in regional and national forums (ASRED/NEDA) and develop multi-state collaborations that advance county programming.

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	Supervises others with full supervisory responsibility.

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	
Master's Degree	no Specific Discipline	and	10 years of	experience supervising professional staff.	Or
PhD	no Specific Discipline	and	7 years of	experience supervising professional staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Proven success delivering science-based educational or outreach programs with measurable impact (county and state).	
Budget/resource stewardship and diversified funding experience (grants, MOUs, gifts).	
Demonstrated knowledge of contemporary issues faced by Cooperative Extension.	
Track record of engaging with diverse stakeholders, state agencies, and community leaders to direct Extension, educational, or outreach programming.	
Outstanding communication; commitment to ACES and Auburn values and inclusive excellence; willingness to travel frequently statewide.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

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 cold		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.