



**JOB INFORMATION**

|                         |                            |
|-------------------------|----------------------------|
| Job Code                | CA49                       |
| Job Description Title   | Asst Dir, Field Operations |
| Pay Grade               | OP13                       |
| Range Minimum           | \$75,700                   |
| 33rd %                  | \$95,890                   |
| Range Midpoint          | \$105,980                  |
| 67th %                  | \$116,070                  |
| Range Maximum           | \$136,260                  |
| Exemption Status        | Exempt                     |
| Approved Date:          | 1/1/1900 12:00:00 AM       |
| Legacy Date Last Edited | 12/12/2022                 |

**JOB FAMILY AND FUNCTION**

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

**JOB SUMMARY**

Reporting to the System Associate Directors, the Assistant Director for Field Operations (ADFO) provides leadership to their assigned geographic area within the Alabama Cooperative Extension System (ACES) field operations in a multi-county region and administrative and programmatic support to extension personnel assigned to the regions in understanding, planning, developing, implementing, and evaluating an effective Extension Education Program. Responsible for regional leadership to build a culture of communication, connection, and collaboration that reinforces mutual accountability and organizational values through strong regional communities of extension personnel and support relevant programming that addresses economic and social challenges of counties, region, and state. Works in close cooperation with the Assistant Directors for Programs and is a member of the System Program Team.

**RESPONSIBILITIES**

- Responsible for the recruitment, hiring, supervision, professional development, mentoring and performance assessment of County Extension Coordinator located within assigned region.
- Provides co-supervision of Regional Extension Agents related to field operations within region. Assists in the recruitment and mentoring of Regional Extension Agents.
- Assists regional extension team in partnering and developing regional program strategies to generate new revenues, public appropriations, grants, contracts, user fees, and donations to maintain programming. Reviews regional programming efforts to determine progress and areas needing improvement and additional emphasis.
- Routinely interfaces with the ACES business offices to ensure efficient and compliant field operations of the County Extension Offices are conducted in a manner consistent with the vision of the Alabama Cooperative Extension System and the policies of Auburn University and Alabama A&M University and provides oversight of the county's budget and expenditures.
- Leads program planning process within the region to include development of advisory committees and councils, annual needs assessments, plan-of-work development, implementation, and reporting.
- Serves as the first level reviewer of the county Civil Rights plans and annual Civil Rights desk reviews and participates in conducting internal Civil Rights reviews.
- Fosters the use of technology, social media, and digital products to engage extension personnel and new audiences.
- Strengthens cooperative partnerships with County Commission and other organizations by providing outcomes, impacts, along with sharing the financial commitment by ACES and the parent universities. Serves as a resource to both CEC's and various governmental representatives.
- Officed in region and travels throughout region to multiple County Extension Offices.

## RESPONSIBILITIES

- Utilizes and promotes a team approach to build a community of Extension colleagues within region and to build community partnerships of agencies and organizations that leverage program capacity.
- Participates in Southern Region Middle Managers Workgroup.
- May perform other duties as assigned.

## 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 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 | Discipline related to extension programming. | And | 7 years of          | Experience in supervising and/or leading employees or volunteers. Experience leading or coordinating programs or events. |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|   |  |
|---|--|
| Knowledge of Land-Grant system, mission of Cooperative Extension and federal, state, and local partnerships.  |  |
| Knowledge of Human Resource policies, practices, and laws, fundraising techniques, contracts and grants administration, and University policies and procedures. |  |
| Knowledge of generation and management of revenue streams to support applied-research, extension, or similar programming.                                       |  |
| Knowledge of working with youth and adult learners, understanding generational differences, and appreciating the nuances of a complex organization.             |  |
| Ability and willingness to travel throughout the assigned multicounty regions (high volume of travel required).   |  |

## 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          |            |        |

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| 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      |              |            |            |
| 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.