



**University of Kentucky**  
 College of Agriculture,  
 Food and Environment  
*Cooperative Extension Service*

## **COUNTY COORDINATOR LIST**

***(For 3 Agent Counties)***

**County:** (county name)

**Program Year:** (year)

**County Office/Support Staff Coordinator:** (agent's name)

*Responsibilities:*

- Secretary/Support Staff Supervision
- Affirmative Action
- Office Management
- Office Staff Conference

**County Fiscal Coordinator:** (agent's name)

*Responsibilities:*

- Fiscal Matters
- Ordering Supplies
- Office Petty Cash/Credit Card Management
- Penalty Mail
- Equipment Inventory

**County Extension Council and Marketing Coordinator:** (agent's name)

*Responsibilities:*

- County & State Extension Councils
- Program Development & Reporting
- Mass Media
- Legislative
- Student Recruitment/Ag Alumni

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## COUNTY COORDINATOR LIST

*(For 2 or 4+ Agent Counties)*

**County:** (county name)

**Program Year:** (year)

**County Office/Support Staff Coordinator:** (no more than 2 agents)

Responsibilities:

- Secretary/Support Staff Supervision: (agent's name)
- Affirmative Action: (agent's name)
- Office Management: (agent's name)
- Office Staff Conference: (agent's name)

**County Fiscal Coordinator:** (no more than 2 agents)

Responsibilities:

- Fiscal Matters: (agent's name)
- Ordering Supplies: (agent's name)
- Office Petty Cash/Credit Card Mgt.: (agent's name)
- Penalty Mail: (agent's name)
- Equipment Inventory: (agent's name)

**County Extension Council and Marketing Coordinator:** (no more than 2 agents)

Responsibilities:

- County & State Extension Councils: (agent's name)
- Program Development & Reporting: (agent's name)
- Mass Media: (agent's name)
- Legislative: (agent's name)
- Student Recruitment/Ag Alumni: (agent's name)

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_