

Expectations for UK County Extension Agents

Major Job Responsibility: Leadership Development

Essential Functions:

- Provides local citizens with opportunities to learn and practice leadership skills.
- Develops leadership skills in internal and external groups.
- Demonstrates professionalism and develops personal leadership skills.

Major Job Responsibility: Extension Advisory Councils

Essential Functions:

- Establishes and maintains advisory councils that help identify local issues, conducts and evaluates educational programs, and communicates curriculum need to the University.
- Embraces the diversity of the county and seeks to form dynamic advisory groups.
- Councils contribute toward securing resources for Extension programs.
- Program advisory councils work intra-dependently as well as in conjunction with the County Extension Council.
- Councils follow all appropriate rules, regulations and laws.

Major Job Responsibility: Educational Programming

Essential Functions:

- Develops and leads a comprehensive curriculum based educational program that is reflective of the needs of the total county. Programs are delivered in a timely manner.
- Programs are research based, designed for diverse audiences, include a variety of educational methods and delivery modes, and contain evaluation components that build on sequential learning.
- Evaluations of programs give evidence that participants are achieving higher levels of behavioral change.
- Educational programs are directly connected to the outcomes and educational efforts identified in the annual Plan of Work.

Major Job Responsibility: Accountability and Public Relations

Essential Functions:

- Develops accountable public relations system that markets University of Kentucky Cooperative Extension Service.
- Contributes to the information base used to document accomplishments of the Cooperative Extension Service to key decision makers.
- Supports activities and events of the College of Agriculture and School of Human Environmental Science.

Major Job Responsibility: Facilitation/Collaboration/Teamwork

Essential Functions:

- Serves as a group facilitator to convene or intervene with groups that need a neutral facilitator to help the group identify, solve problems and /or make decisions
- Builds collaborative relationships with other agencies and organizations to multiply effectiveness and enhance outcomes of programs while avoiding duplication of programming efforts.
- Exhibits and promotes teamwork within Extension organization at county, district and state levels, acting as mentor and contributing to the professional development of all agents.

Major Job Responsibility: Customer Service

Essential Functions:

- Provides latest research based information in a customer friendly manner to clients.
- Provides diagnostic services and recommendations to local producers and consumers.
- Develops and maintains components of service to include involvement of youth and adult volunteers in service oriented projects.
- Represents and serves the people in the county – always doing what is best for the county.