

Detailed Agent Major Job Responsibilities

Updated January
2019

Agriculture and Natural Resources MJR

Educational Programming – 50%

Develop, implement, and evaluate a plan of work based on locally identified needs which will lead to improved agricultural and environmental practices; develop and implement educational programs in agricultural production and environmental stewardship; use demonstrated and research based teaching methods to instruct community members on locally relevant agricultural topics; develop field trials, test demonstrations and result demonstrations or other hands on learning experiences related to agriculture/natural resources production and practices to use for educational purposes using instruction techniques verified through research; collaborate with other agents and specialists to plan, execute and evaluate educational programs at the county, district, and state level.

This position will serve all clientele ensuring that all youth and adults have an equal opportunity to participate in Extension programs regardless of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

Advisory Councils – 10%

Determine appropriate volunteer positions. Recruit, develop and utilize members of ANR advisory Council to help identify local issues, conduct and evaluate educational programs, secure resources for Extension programs and communicate curriculum needs to the University. Ensure that all Client Protection guidelines are implemented within the ANR program area. Ensure that ANR leadership is representative of the diversity of the county population.

Leadership – 10%

Leadership - Partner with agricultural businesses and organizations to build leadership in the agricultural community, work with community and civic leaders to enhance the economic and social wellbeing of the county and communities contained therein. Provide citizens with the opportunities to learn and practice leadership skills. Determine appropriate volunteer positions and identify, enlist and train volunteer leaders to help carry out program responsibilities. Demonstrate professionalism and personal leadership skills.

Recruit, develop and train leaders to assist with the implementation of the ANR program. Ensure that all Client Protection guidelines are implemented within the program area. Ensure that volunteers are representative of the diversity of the county population.

Accountability, Public Relations, & Service – 10%

Generate and utilize evaluation data on programming to document and publicize accomplishments. Share program outcomes with community and elected officials to help them understand the value of Extension. Demonstrates open and efficient communication among agents, support staff and Extension clientele. Provides latest research based information in a customer friendly manner to clientele.

Network and build relationships among diverse groups and individuals to market and support for Extension. Use new technology to communicate with clientele and University officials. Contributes to the information base used to document accomplishments of the Cooperative Extension Service to key decision makers and Federal partners.

Maintains a system to provide clientele information on a timely basis. Requests for assistance from clientele leads to future programming. Uses new technology to speed response time for clientele requests and provide recommendations. Provides latest research based information in a customer friendly manner.

Facilitation/ Collaboration/ Teamwork – 5%

Collaborates with groups which will lead to new audiences seeking opportunities to participate in Extension programs. Serve 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. Partner with other groups/agencies in the county such as FSC, NRCS or agricultural businesses to provide programs, build collaborations with other agencies and organizations to solve community problems and multiply effectiveness. Serve as a source of expertise in the community for agriculture and natural resources subject matter areas; Exhibit and promote teamwork with organizations to solve community problems and multiply effectiveness.; Exhibit and promote teamwork at county, district and state levels, acting as mentor and contributing to the professional development of all agents. Support the overall-office operation by having input on support staff evaluations, budget, county extension council as well as the other office-wide responsibilities and serving as a lead person in operational areas as needed.

Customer Service – 5%

Maintains a system to provide clientele information on a timely basis. Requests for assistance from clientele leads to future programming. Uses new technology to speed response time for clientele requests and provide recommendations. Provides latest research based information in a customer friendly manner.

Supervision – 5%

Monitors schedules and work completion. Reviews and updates all staff JAQ's. Conducts reviews to document and discuss staff progress in achieving performance standards. Allows and encourages staff to attend trainings that will enhance their development. Supports the implementation of new skills on the job and follows up to ensure implementation.

Professionalism Standards, Customer Service and Organizational Improvement- 5%

Consistently live out the commitment to the College of Agriculture, Food and Environment tenets of excellence, competence, respect, flexibility, communication, and learning. Model and promote excellent customer service to all internal and external constituents. Expand professional knowledge through training, classes, and seminars. Other duties as assigned.

Family and Consumer Sciences MJR

Educational Programming – 50%

Develop, implement, and evaluate a plan of work based on locally identified needs which will lead to improved quality of living for families and individuals. Develop, lead, and/or teach educational programs which focus on: 1) making healthy choices; 2) nurturing families; 3) embracing life as you age; 4) securing financial stability; 5) promoting healthy homes and communities; 6) consumer sciences programming areas including: food and nutrition; family resource management; human development and family relations; health, safety and wellness; leadership development; clothing and textiles; housing and the environment; home based and micro business. Use proven, research-based teaching methods to instruct community members on these curriculum areas. Implement educational programs which strengthen families and individuals. Develop and implement leadership programs such as Kentucky Extension Homemakers resulting in the development of personal and organizational leadership skills.

This position will serve all clientele ensuring that all youth and adults have an equal opportunity to participate in Extension programs regardless of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

Advisory Councils – 10%

Determine appropriate volunteer positions. Recruit, develop and utilize members of FCS advisory Council to help identify local issues, conduct and evaluate educational programs, secure resources for Extension programs and communicate curriculum needs to the University. Provide leadership to Extension Homemakers program and provide opportunities for members to learn, develop and practice leadership skills.

Leadership– 10%

Leadership - Provide citizens with the opportunities to learn and practice leadership skills. Determine appropriate volunteer positions and identify, enlist and train volunteer leaders to help carry out program responsibilities. Ensure that all Client Protection guidelines are implemented within the FCS program area. Ensure that FCS leadership is representative of the diversity of the county population. Demonstrate professionalism and personal leadership skills.

Accountability, Public Relations, & Service – 10%

Generate and utilize evaluation data on programming to document and publicize accomplishments. Share program outcomes with community and elected officials to help them understand the value of Extension. Demonstrates open and efficient communication among agents, support staff and Extension clientele. Provides latest research based information in a customer friendly manner to clientele. Network and build relationships among diverse groups and individuals to market and support for Extension. Use new technology to communicate with clientele and University officials. Contributes to the information base used to document accomplishments of the Cooperative Extension Service to key decision makers and Federal partners.

Maintains a system to provide clientele information on a timely basis. Requests for assistance from clientele leads to future programming. Uses new technology to speed response time for clientele

requests and provide recommendations. Provides latest research based information in a customer friendly manner.

Facilitation/ Collaboration/ Teamwork – 5%

Collaborates with groups which will lead to new audiences seeking opportunities to participate in Extension programs. Serve 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. Partner with other groups/agencies in the county such as family resource centers, health departments or other family serving agencies in the county to provide programs. Build collaborations with other agencies and organizations to solve community problems and multiply effectiveness. Serve as a source of expertise in the community for family and consumer sciences subject matter areas. . Exhibit and promote teamwork within the Extension organization at county, district and state levels, acting as mentor and contributing to the professional development of all agents. Support the overall-office operation by having input on support staff evaluations, budget, county extension council as well as the other office-wide responsibilities and serving as a lead person in operational areas as needed.

Customer Service – 5%

Maintains a system to provide clientele information on a timely basis. Requests for assistance from clientele leads to future programming. Uses new technology to speed response time for clientele requests and provide recommendations. Provides latest research based information in a customer friendly manner.

Supervision – 5%

Monitors schedules and work completion. Reviews and updates all staff JAQ's. Conducts reviews to document and discuss staff progress in achieving performance standards. Allows and encourages staff to attend trainings that will enhance their development. Supports the implementation of new skills on the job and follows up to ensure implementation.

Professionalism Standards, Customer Service and Organizational Improvement- 5%

Consistently live out the commitment to the College of Agriculture, Food and Environment tenets of excellence, competence, respect, flexibility, communication, and learning. Model and promote excellent customer service to all internal and external constituents. Expand professional knowledge through training, classes, and seminars. Other duties as assigned.

4-H Youth Development MJR

Educational Programming – 50%

Develop, implement, and evaluate a plan of work based on locally identified needs which will lead to improved quality of living for youth and adults. Develop and lead a community based 4-H program that includes which teaches life skills via a mix of methods including project, special interest, after-school and/or community clubs and project groups. Develop and implement a 4-H in-school program (clubs and school enrichment). Provide programs that are research based, designed for diverse audiences, include a variety of educational delivery methods and contain evaluation components based on sequential learning and demonstrate behavioral change. Develop, lead, and implement a comprehensive educational curriculum-based youth development program including six of the following seven curriculum areas: (1) Animal Science; (2) Communications and Expressive Arts; (3) Family and Consumer Sciences; (4) Health; (5) Leadership; (6) Natural Resources; (7) Science, Engineering and Technology. Use proven, research-based teaching methods to instruct youth on these curriculum areas. Plan, promote and attend 4-H camp(s) which foster independence, leadership skills, team building skills and environmental education and general life skills. Plan, organize and instruct 4-H activities and events throughout the county that provide opportunity for development of the life skills and self-esteem. Provide opportunities for youth to be actively involved in events and programs outside the county on the district, state, and/or national level. Work with specialists to provide cutting edge information and creative programming.

This position will serve all clientele ensuring that all youth and adults have an equal opportunity to participate in Extension programs regardless of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

Advisory Councils – 10%

Determine appropriate volunteer positions. Recruit, develop and utilize youth and adults to be active members of a 4-H Advisory council and County Extension Council to help identify local issues, conduct and evaluate educational programs, secure resources for Extension programs and communicate curriculum needs to the University.

Leadership – 10%

Leadership - Recruit, develop and train youth and adults as leaders to assist with the implementation of the 4-H program. Ensure that all Client Protection guidelines are implemented within the 4-H Youth Development program area. Ensure that the 4-H Leadership is representative of the diversity of the county population. Develops personal leadership skills appropriate for professional position.

Accountability, Public Relations, & Service – 10%

Generate and utilize evaluation data on programming to document and publicize accomplishments. Share program outcomes with community and elected officials to help them understand the value of Extension. Demonstrates open and efficient communication among agents, support staff and Extension clientele. Provides latest research based information in a customer friendly manner to clientele. Network and build relationships among diverse groups and individuals to market and support for Extension. Use new technology to communicate with clientele and University officials. Contributes to the information base used to document accomplishments of the Cooperative Extension Service to key decision makers and Federal partners.

Maintains a system to provide clientele information on a timely basis. Requests for assistance from clientele leads to future programming. Uses new technology to speed response time for clientele requests and provide recommendations. Provides latest research based information in a customer friendly manner.

Facilitation/ Collaboration/ Teamwork – 5%

Collaborates with other groups which will lead to new audiences seeking opportunities to participate in Extension programs. Serve 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. Partner with other groups/agencies in the county such as family resource centers, FFA, or other youth serving agencies in the county to provide youth programs. Build collaborations with other agencies and organizations to solve community problems and multiply effectiveness. Serve as a source of expertise in youth development and other subject matter areas targeted to youth audiences. Exhibit and promote teamwork within the Extension organization at county, district and state levels, acting as mentor and contributing to the professional development of all agents. Support the overall-office operation by having input on support staff evaluations, budget, county extension council as well as the other office-wide responsibilities and serving as a lead person in operational areas as needed.

Customer Service – 5%

Maintains a system to provide clientele information on a timely basis. Requests for assistance from clientele leads to future programming. Uses new technology to speed response time for clientele requests and provide recommendations. Provides latest research based information in a customer friendly manner.

Supervision – 5%

Monitors schedules and work completion. Reviews and updates all staff JAQ's. Conducts reviews to document and discuss staff progress in achieving performance standards. Allows and encourages staff to attend trainings that will enhance their development. Supports the implementation of new skills on the job and follows up to ensure implementation.

Professionalism Standards, Customer Service and Organizational Improvement- 5%

Consistently live out the commitment to the College of Agriculture, Food and Environment tenets of excellence, competence, respect, flexibility, communication, and learning. Model and promote excellent customer service to all internal and external constituents. Expand professional knowledge through training, classes, and seminars. Other duties as assigned.

ARTS MJR

Educational Programming – 50%

Develop, implement, and evaluate a plan of work based on locally identified needs which will lead to a cohesive and dynamic arts culture. Develop, lead and/or teach educational programs which focus on : 1) civic arts engagement; 2) artistic excellence; 3) enhancing the creative economy; 4) arts extension programming areas, including performing, visual, and literary arts in the community. Use proven, research-based teaching methods to instruct community members in these areas. Develop and implement arts leadership programs resulting in the development of personal and organizational leadership skills.

This position will serve all clientele ensuring that all youth and adults have an equal opportunity to participate in Extension programs regardless of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

Advisory Councils – 10%

Determine appropriate volunteer positions. Recruit, develop and utilize members of the Arts Advisory Council to help identify local issues, conduct and evaluate educational programs, secure resources for Extension programs and communicate curriculum needs to the University. Ensure that all Client Protection guidelines are implemented within the Arts program area. Ensure that Arts leadership is representative of the diversity of the county population.

Leadership – 10%

Leadership - Partner with fine arts businesses and organizations to build leadership in the arts community, work with community and civic leaders to enhance the economic and social wellbeing of the county and communities contained therein. Provide citizens with the opportunities to learn and practice leadership skills. Determine appropriate volunteer positions and identify, enlist and train volunteer leaders to help carry out program responsibilities. Demonstrate professionalism and personal leadership skills.

Recruit, develop and train youth and adults as leaders to assist with the implementation of the Arts program. Ensure that all Client Protection guidelines are implemented within the program area. Ensure that volunteers are representative of the diversity of the county population.

Accountability, Public Relations, & Service – 10%

Generate and utilize evaluation data on programming to document and publicize accomplishments. Share program outcomes with community and elected officials to help them understand the value of Extension. Demonstrates open and efficient communication among agents, support staff and Extension clientele. Provides latest research based information in a customer friendly manner to clientele.

Network and build relationships among diverse groups and individuals to market and support for Extension. Use new technology to communicate with clientele and University officials. Contributes to the information base used to document accomplishments of the Cooperative Extension Service to key decision makers and Federal partners.

Maintains a system to provide clientele information on a timely basis. Requests for assistance from clientele leads to future programming. Uses new technology to speed response time for clientele requests and provide recommendations. Provides latest research based information in a customer friendly manner.

Facilitation/ Collaboration/ Teamwork – 5%

Collaborates with other groups which will lead to new audiences seeking opportunities to participate in Extension programs. Serve 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. Partner with other groups/agencies in the county. Build collaborations with other agencies and organizations to solve community problems and multiply effectiveness. Serve as a source of expertise in ARTS and other subject matter areas. Exhibit and promote teamwork within the Extension organization at county, district and state levels, acting as mentor and contributing to the professional development of all agents. Support the overall-office operation by having input on support staff evaluations, budget, county extension council as well as the other office- wide responsibilities and serving as a lead person in operational areas as needed.

Customer Service – 5%

Maintains a system to provide clientele information on a timely basis. Requests for assistance from clientele leads to future programming. Uses new technology to speed response time for clientele requests and provide recommendations. Provides latest research based information in a customer friendly manner.

Supervision – 5%

Monitors schedules and work completion. Reviews and updates all staff JAQ's. Conducts reviews to document and discuss staff progress in achieving performance standards. Allows and encourages staff to attend trainings that will enhance their development. Supports the implementation of new skills on the job and follows up to ensure implementation.

Professionalism Standards, Customer Service and Organizational Improvement- 5%

Consistently live out the commitment to the College of Agriculture, Food and Environment tenets of excellence, competence, respect, flexibility, communication, and learning. Model and promote excellent customer service to all internal and external constituents. Expand professional knowledge through training, classes, and seminars. Other duties as assigned.