POSITION DESCRIPTION

The Extension Agent’s primary purpose is to provide educational programs aimed at clientele to solve their own problems and improve the quality of their lives. They develop Extension programs that address priority needs and conduct training, problem-solving research, and other educational methods throughout the assigned county(ies). In addition, the Agent plans and conducts programs with statewide thrusts in collaboration with other Extension Agents, Specialists and University faculty as appropriate.

The Extension Specialist is the primary source for knowledge and technical information in their discipline. Within the subject matter, this person provides statewide program leadership and supports and works collaboratively with county Extension agents through applied research, training, direct teaching of clientele, and interpreting, assembling, and preparing educational materials for state-wide Extension programs for both youth and adults. The Specialist coordinates with public agency representatives, Extension, Experiment Station, and University faculty in conducting an educational and problem-solving research program.

Agents and Specialists have three ranks – assistant, associate, and full.

The County Extension Director is an administrative role. The individual also carries an additional programmatic working title and responsibility commensurate with their background and training (Agriculture/Natural Resources, Family & Consumer Sciences, or 4-H Youth Development). Except in Pima and Maricopa Counties where the County Extension Director is a full-time (>50%) position, the normal distribution of effort ranges from 15-25% devoted to the County Extension Director role. The major responsibility of this role is to provide leadership for, and coordinate the efforts of, county Extension personnel to develop an effective total county Extension program. Major responsibilities include organizing and allocating resources, maintaining administrative relationships, interpreting and communicating policy, teaching, evaluating, and reporting related to county programs.

The position description (Item A in the APR) is intended to accurately reflect what each Extension faculty member is doing. It should be current since you will be held accountable to this description during your annual evaluation, both by your peers and your administrative team.
Specifically:

- one to two pages
- describe primary purpose of position
- include percentages in different areas for strategic plan
- include foci and areas of expertise -- what makes your job unique?
- don't include the standard "duties and responsibilities" stuff unless yours are significantly different, as assigned by the director or dean
- agents should discuss their position description with CED annually. The position description is signed by CED, (by the director of Extension for CEDs) or Department Head/School Director for specialists and by the director and the dean of the college.