

POSITION DESCRIPTION

EXTENSION 100%
AG / NR 70% - 4-H YD, Family & Community 30%

- I. Position Title:** Assistant / Associate Extension Agent, AG/NR/4-H/F&C
- II. Headquarters Location:** Tribal Headquarters - Hualapai Nation
Peach Springs, Arizona
- III. Areas of Responsibility:** Reservations of Hualapai Nation and Havasupai Tribe
- IV. Line of Responsibility:** This position is administratively responsible to the Director of Cooperative Extension through the County Extension Director in Mohave County.
- V. Nature and Purpose of Position:** The primary purpose of this position is to carry out needed Problems solving research, determine and conduct needed educational programs and diffuse useful and practical information to the people on the Hualapai Nation / Havasupai Tribe in the program areas of agricultural production, marketing, natural resource management, and 4-H Youth Development, Family and Community, using all available means of communications.

This position, working closely with the Tribal leadership, will develop an Extension advisory committee which will give direction on needs of program development. This position helps organize and direct such groups as is needed to carry out Extension programs on the Hualapai Nation / Havasupai Reservations, under the guidelines of the Cooperative Extension, which includes Civil Right and Affirmative Action. This is a year-to-year faculty appointment subject to continued federal funding. We anticipate that funding will be long-term.

VI. Major Duties and Responsibilities:

A. Programs

1. Program Development

- a. Acquire knowledge of the Hualapai Nation and Havasupai Tribe situations relative to numbers of livestock, key wildlife species, sections of grazing land, district and tribal grazing plans, acres of farmland, plant and animal diseases, and pests, breeding, feeding and management problems, fertilizer needs, irrigation systems, quality and quantity of water, and problem priorities.

- b. Involve Tribal Advisory Committee, commodity groups, governmental agencies (BIA), Tribal officials, County Extension staff, and clientele in program planning.
 - c. Identify major problems and rank in order of importance.
 - d. Identify proper methods of evaluation.
 2. Program Implementation
 - a. Write appropriate educational objectives based on logic model for program development and assessment to address problems.
 - b. Identify and develop a core of volunteers and cooperators.
 - c. Use every available, appropriate means of communications and methodology, including problem solving research and demonstration programs to carry out educational objectives.
 3. Program Results
 - a. Expect change in clientele behavior following educational thrusts to improve situations or solve problems.
 - b. Evaluate effectiveness of educational methods used and to what extent improved methods were adapted or problems solved.

B. Agriculture

1. Maintain technical competence in agricultural subject matter relative to the Reservations' needs.
2. Diffuse useful and practical information in agricultural production, marketing, and natural resource management using all appropriate means of communications and problem solving research.
3. Involve Extension Specialists, other Extension Agents in Mohave County, Department Heads, Extension Administrators, governmental agencies, Hualapai Nation and Havasupai Tribal Extension advisory committees, organizations, and individuals, as is appropriate in planning and conducting an Extension program according to the guidelines of Cooperative Extension.
4. Organize and direct such groups as is necessary to carry out assigned responsibilities.
5. Prepare and submit news releases as is appropriate to the job.

C. 4-H Youth Development

1. Recruit, train, and supervise volunteer 4-H Leaders on the Hualapai Nation and Havasupai Reservations.
2. Actively promote and encourage the organization of 4-H Clubs and/or activities in every community on the Hualapai Nation and Havasupai Tribal Reservations.
3. Develop Hualapai Nation and Havasuapi Tribal 4-H Leaders' Councils.
4. Advise Tribal 4-H Leaders' Councils.
5. Make sure 4-H leaders and members follow 4-H Youth Development guidelines.
6. Diffuse useful and practical information relating to 4-H leaders and members.
7. Involve 4-H leaders and its members in program planning and implementation.

D. Family and Consumer Science and Community Development

1. Make faculty and staff at county and state levels aware of the need for family and consumer and community development programs and work as a liaison for the programs.

E. Operations

1. Comply with Civil Rights and Affirmative Action.
2. Development and forward plans, reports and records to Extension Administrators as required and directed.

VI. Relationships of this Position:

A. Internal

1. Coordinate program planning and implementation with other Extension Agents in Mohave County.
2. Maintain good working relations with Extension Specialists, other Extension Agents in Mohave County, assistant Directors with AG/NR and 4-H YD, Department Heads, Extension Administrators, and involve them in program planning and implementation as is appropriate. Work with other EIRP team members.

B. External

1. Liaison with County 4-H Leaders' Council.
2. Liaison with Tribal commodity or agricultural groups, governmental agencies (such as BIA, NRCS, Rural Development, Farm Service Agency, etc.), County Fair Board, Tribal

Advisory Committee, and other appropriate groups.

3. Relate to news editors, reporters, and managers, and submit news releases as is appropriate.
4. Assist Tribal commodity groups and individuals, as is appropriate to the job.
5. Involve 4-H leaders in program planning and implementation.

VII. Qualifications

Required:

1. MA / MS in agriculture, natural resources, wildlife management or discipline clearly related to the Extension mission.
2. Familiarity with Cooperative Extension mission and organizational model.
3. Teaching experience.
4. Possession of a valid driver's license and access to reliable transportation upon employment.

Preferred:

1. At least two year's successful work experience in a field and location relevant and/or similar to this position.
2. Fluency in common workplace computers - word processing, spreadsheets, internet, powerpoint, etc.
3. Demonstrate outstanding writing, research and communications skills.

Other:

1. Must be able to work as a member of a team. Skills in working with volunteers desirable but can be learned on the job. Practical knowledge and skills in agriculture production helpful.
2. Official office for Extension Agent working on the Reservations of the Hualapai Nation / Havasupai Tribe will be in the vicinity of the Hualapai Tribal headquarters.

To apply, please complete an online application for **JOB # 39265** at www.hr.arizona.edu
Be prepared to attach a curriculum vitae and letter of interest. In addition to online application materials, please have three (3) letters of recommendation sent directly from the writer to Search Chair:
Rob Grumbles, Search Chair, County Extension Director, The University of Arizona,

Mohave County Cooperative Extension, 101 E. Beale St., Ste. A, Kingman AZ 86401-5808

NOTE: Candidates selected for interview will be expected to have official transcripts sent to Search Chair

Review of materials begins **Wednesday, November 28, 2007** and continues until filled.

The University of Arizona is an EEO / AA Employer - M/W/D/V.

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