

Employee Name: John D. Agent
Position Title: County Extension Agent - Urban Youth Development
Agency: Texas A&M AgriLife Extension Service - Fort Bend County
(or - Cooperative Extension Program of PVAMU - Fort Bend County)
Location: Rosenberg, Texas

Job Duties - Program Implementation:

1. Responsible for implementing the planned educational programs and activities in assigned program areas.
2. Supports and assists in the implementation of educational programs and activities in program areas for which other staff members have assigned leadership responsibilities.
3. Provides leadership or serves in a support role in implementing educational programs which address critical issues and/or emerging needs.
4. Identifies, recruits, and trains local volunteer leaders to enable them to effectively perform their duties while serving on committees, clubs, and/or organizations.
5. Utilizes a variety of teaching methods, strategies/techniques, activities, and materials in conducting educational programs.
6. Complies with the provisions of Title VI of the Civil Rights Act of 1964 and the Affirmative Action Plan of Texas AgriLife Extension Service in conducting Extension educational programs.
7. Works with and supports Extension-sponsored groups, such as 4-H clubs, Texas Extension Education Association clubs, and master volunteer groups toward the achievement of increased participation and strengthened programs.

Job Duties - Program Planning:

1. Responsible for planning with committees, task forces, groups, and organizations to conduct educational programs and activities.
2. Develops comprehensive outcome and output program plans which address base programs, critical issues and clientele needs.
3. Plans evaluation strategies for outcome directed programs and significant program activities.
4. Plans regularly with the total staff to coordinate programming efforts.
5. Coordinates and collaborates with other agencies, groups and organizations to plan educational programs.

Job Duties - Program Evaluation:

1. Utilizes appropriate evaluation strategies/techniques to determine the progress of outcome programs and other program activities in reaching the objectives of the county program.
2. Utilizes evaluation results to make program revisions and modifications.
3. Utilizes evaluation data and program outcomes to interpret program impacts to elected officials, key leaders and stakeholders.

Job Duties - Reporting and Interpretation:

1. Maintains appropriate communications with county, district, and administrative staffs to facilitate comprehensive understanding of the county program.
2. Prepares monthly, annual and special reports and outcome program summaries to demonstrate results of planning, program accomplishments, and changes in behavior resulting from the educational programs.
3. Conducts multiple interpretation events for county and state elected officials to report on

program accomplishments and outcomes.

Job Duties - Individual Development:

1. Develops a long-range professional improvement plan with the appropriate District Extension Administrator and appropriate input from Regional Program Directors.
2. Develops annual individual development plan which addresses short term professional improvement needs and career goals.
3. Participates in formal and informal training opportunities to increase knowledge and skills and maintain technical competencies.

Job Duties - Office Management:

1. Maintains a neat office which facilitates effective working conditions and presents a favorable image.
2. Keeps informed on Extension policy, research reports, and publications which are applicable to program responsibilities and position description.
3. Participates in regularly scheduled county staff conferences to coordinate plans, activities, and joint work to promote staff teamwork and to make the best use of each agent's time.
4. Assists in the maintenance of files, mailing lists, membership rolls of Extension-related organizations, and inventories.
5. Keeps informed on and complies with the Equal Employment Opportunity Program of Texas AgriLife Extension Service. Cooperates with the county coordinator and other staff members in the development and implementation of an EEO Action Plan for the county office unit.
6. Participates in recruiting, employing, training, and other related activities for secretarial and paraprofessional personnel the agent supervises or jointly supervises in accord with the policies and procedures of the Equal Employment Opportunity Program of Texas AgriLife Extension Service.
7. Conducts annual performance review with each support staff member the agent is assigned to supervise or coordinates with other staff members with joint supervision responsibilities for the review.

Other duties as assigned.

The responsibilities of the County Extension Agent are performed in a professional manner through coordination and cooperation with other county staff members under the supervision of the assigned administrator.

****Signed and Dated by this agent on GreatJobs on March 1, 2013****