

# ANNUAL ASSIGNMENT OF JOB RESPONSIBILITIES

County: \_\_\_\_\_

Program Year: \_\_\_\_\_

**Agent  
Responsible**

## **PROGRAM LEADERSHIP**

Focus on identifying those responsible for serving as the lead contact for specific programming and administrative duties.

### Base Programs

Agriculture ..... \_\_\_\_\_

4-H and Youth Development ..... \_\_\_\_\_

Family & Consumer Sciences ..... \_\_\_\_\_

Community Resource & Economic Development ..... \_\_\_\_\_

### Special Programs

Better Living for Texans (BLT) ..... \_\_\_\_\_

Rio Grande Basin Initiative (RGBI) ..... \_\_\_\_\_

Cooperative Extension Program (ANR/FCS/4-H) ..... \_\_\_\_\_

..... \_\_\_\_\_

..... \_\_\_\_\_

### Program Leadership

County Coordinator ..... \_\_\_\_\_

4-H and Youth Development Coordinator ..... \_\_\_\_\_

Leadership Advisory Board (LAB) ..... \_\_\_\_\_

## **PROGRAM DEVELOPMENT**

Focus on identifying those programming issues, Extension-led planning groups, those provide respective leadership for each.

### LAB-Validated Issues

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### Extension Planning Groups (Program Area Committees, Task Forces, Coalitions, Committees)

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## **PROGRAM IMPLEMENTATION**

Focus on identifying specific subject matter programming including major events, and those provide leadership for each.

### **Agriculture & Natural Resources Program Areas**

- General Agriculture .....
- Livestock & Horse .....
- Field Crops .....
- Rangeland and Pastures .....
- Horticulture (Urban & Commercial) .....
- Entomology & Urban Pest Management .....
- Major Agriculture & Natural Resource Events
  - Crop Tour .....
  - .....
  - .....

### **4-H & Youth Development Program Areas**

- Youth Leadership & Life Skills .....
- Volunteer Development .....
- Livestock & Natural Resource Projects .....
- Family & Consumer Sciences Projects .....
- Careers & Higher Education .....
- School-based Programs
  - .....
  - .....

### **Major 4-H & Youth Development Events & Duties**

- 4-H Annual Recognition Event .....
- County Livestock Show .....
- Major Livestock Shows.....
- 4-H Livestock, Horse, & Poultry Workshop .....
- 4-H Livestock Validation.....
- 4-H Newsletter.....
- 4-H Showmanship Clinic.....
- 4-H Food Show (County, District, State) .....
- 4-H Horse Show (County, District, State) .....
- 4-H Fashion Show (County, District, State) .....
- 4-H Club Officer Training.....
- 4-H Recordbook Training & Judging.....
- 4-H Photography Training .....
- 4-H Club Managers Training.....
- 4-H Roundup (County, District, State) .....
- 4-H Annual Fundraiser .....
- National 4-H Week Promotion Event.....
- .....
- .....
- .....
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Family & Consumer Sciences Program Areas

Food & Nutrition..... \_\_\_\_\_  
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Major Family & Consumer Sciences Events

Child Care Conference ..... \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community Resource & Economic Development Program Areas

Emergency Preparedness & Management

Community Education ..... \_\_\_\_\_  
Animal Issue..... \_\_\_\_\_  
Youth Education..... \_\_\_\_\_

Major Community & Resource Economic Development Events

\_\_\_\_\_  
\_\_\_\_\_

**EXTENSION PARTNERS & COLLABORATIONS**

Focus on identifying local organizations and groups that work cooperatively with Extension-led programming efforts and those serving as primary contacts for each respective group.

Agriculture & Natural Resources

Texas Department of Agriculture ..... \_\_\_\_\_  
USDA Farm Service Agency..... \_\_\_\_\_  
USDA Natural Resource Conservation Service..... \_\_\_\_\_  
County Soil & Water Conservation District..... \_\_\_\_\_  
County Farm Bureau..... \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4-H & Youth Development

Independent School District ..... \_\_\_\_\_  
Home School Association ..... \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Family & Consumer Sciences

Texas Department of Health & Human Services..... \_\_\_\_\_  
Texas Workforce Commission ..... \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community Resource & Economic Development

Development Council .....  
Chamber of Commerce.....  
County Emergency Committee.....  
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**COMMUNITY BASED ORGANIZATIONS**

Focus on identifying local organizations that are important to clientele in the community and those serving as the key contact for each.

Civic Clubs

Kiwanis Club .....  
Lions Club .....  
Rotary Club .....  
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Faith Based Organizations

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**PROGRAM INTERPRETATION & MARKETING**

Focus on identifying all relevant elected officials (by name and title) along with others outlets for communicating Extension programs locally and those serving as the key contact for each.

Elected Officials

**County Elected Officials (List name of Individual)**

County Judge **Name:** .....  
Precinct 1 Commissioner **Name:** .....  
Precinct 2 Commissioner **Name:** .....  
Precinct 3 Commissioner **Name:** .....  
Precinct 4 Commissioner **Name:** .....

**State Elected Officials**

State Senator **Name:** .....  
State Representative **Name:** .....  
.....

**Federal Elected Officials**

U.S. Congressman **Name:** .....  
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**Local Elected Officials**

Mayor **Name:** .....  
..... **Name:** .....  
School Board President **Name:** .....

Major Media Serving the County (List Individual by name)

**Radio**

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Television

\_\_\_\_\_  
\_\_\_\_\_

Print (Newspaper, Magazine, Industry)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES OF COUNTY EXTENSION FACULTY:**

Signature	Printed Name	Title	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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Approved:

\_\_\_\_\_ Date \_\_\_\_\_

District Extension Administrator

Date

*Position descriptions for County Coordinator and 4-H Coordinator are available online at <http://countyprograms.tamu.edu>. Agents assigned to these positions are responsible for reviewing the position description online on an annual basis for any updates.*