**ANNUAL ASSIGNMENT OF JOB RESPONSIBILITIES**

County:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program Year:\_\_\_\_**2020 .**

This covers Jan-Dec of the Calendar Year.

**Agent .**

**PROGRAM LEADERSHIP** **Responsible**

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) \_\_\_\_\_\_\_

Healthy South Texas (HST) \_\_\_\_\_\_\_

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*

Natural Resources Management, Preservation & Management \_\_\_\_\_\_\_

Agricultural Competitiveness & Profitability \_\_\_\_\_\_\_

Youth Development & Leadership \_\_\_\_\_\_\_

Nutrition & Wellness \_\_\_\_\_\_\_

Parenting & Family Issues \_\_\_\_\_\_\_

Emergency Preparedness \_\_\_\_\_\_\_

Volunteer Development & Administration \_\_\_\_\_\_\_

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

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

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

Beef Cattle Committee \_\_\_\_\_\_\_

Field Crops Committee \_\_\_\_\_\_\_

Range & Pasture Committee \_\_\_\_\_\_\_

Wildlife & Fisheries Committee \_\_\_\_\_\_\_

Horticulture Committee \_\_\_\_\_\_\_

Master Gardener Association \_\_\_\_\_\_\_

Youth Board \_\_\_\_\_\_\_

4-H Adult Leaders & Parents Association \_\_\_\_\_\_\_

4-H Club Managers \_\_\_\_\_\_\_

4-H County Council \_\_\_\_\_\_\_

Family & Consumer Sciences Committee \_\_\_\_\_\_\_

“Walk Across Texas” Task Force \_\_\_\_\_\_\_

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

**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 \_\_\_\_\_\_\_

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

*Family & Consumer Sciences Program Areas*

Food & Nutrition \_\_\_\_\_\_\_

Food Preservation & Safety \_\_\_\_\_\_\_

Food Buying Practices \_\_\_\_\_\_\_

Health & Safety \_\_\_\_\_\_\_

Home Environment \_\_\_\_\_\_\_

Clothing & Textiles \_\_\_\_\_\_\_

Parenting Education \_\_\_\_\_\_\_

Texas Extension Education Association, Inc. Study Groups \_\_\_\_\_\_\_

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

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

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

**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 \_\_\_\_\_\_\_

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

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

*Faith Based Organizations*

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

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

**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 –* ***(List Names of Individuals)***

County Elected Officials

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:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Local Elected Officials

Mayor **Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ School Board President **Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

*Major Media Serving the County*

Radio

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

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

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

Television

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

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

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

Print (Newspaper, Magazine, Industry)

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

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

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

**SIGNATURES OF COUNTY EXTENSION FACULTY:**

**Signature Printed Name Title Date**

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

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

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

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

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

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

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

**Approved:**

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

Dr. Ruben J. Saldaña Date

District Extension Administrator

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