**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) \_\_\_\_\_\_\_

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

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

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 *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

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

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

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

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

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

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

 *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 –* ***(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

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

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

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 Television

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 Print (Newspaper, Magazine, Industry)

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**SIGNATURES OF COUNTY EXTENSION FACULTY:**

 **Signature Printed Name Title Date**

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**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.*