

ANNUAL ASSIGNMENT OF JOB RESPONSIBILITIES

County: _____

Program Year: _____
This covers Jan-Dec of the Calendar Year.

**Agent
Responsible**
(You may put CEA Initials.)

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)
- 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
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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

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
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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 – (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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approved:

_____ Date _____
Dr. Ruben J. Saldaña
District Extension Administrator

Position descriptions for County Coordinator and 4-H Coordinator are available online at <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.