

ANNUAL ASSIGNMENT OF JOB RESPONSIBILITIES

County: _____

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

PROGRAM LEADERSHIP

(These duties to be assigned by DEA. Please sign and submit position description)

Assignment	Assigned Agent
County Office Coordinator/Administrator	
County 4-H Program Coordinator	

All duties related to County Office Management shall fall to the County Coordinator or County Administrator. Any leadership duties delegated to other agents must be listed below along with agent assigned.

(Personnel, Fiscal/Budget, Office Management, Programs, Accountability, Interpretation, Relationships)

Office Conference	
Commissioner	
Quarterly Report	

PROGRAM PLANS

(List all Team Plans approved for program year and Lead Agent)

Texas Data Team Plan Title	Lead Agent
Healthy Texas	
Water	
4-H Grows	

PROGRAM DUTIES

(List all major programs/duties in each program area, one box per agent)

AGRICULTURE & NATURAL RESOURCES

Major ANR Program Assignments:

Program Assignment	Agent
Crop Tour	
Ranch Tour	
Beef 706	
Master Gardener	
Master Naturalists	

FAMILY & COMMUNITY HEALTH

Major FCH Program Assignments

Program Assignment	Agent
Healthy Texas	
Dinner Tonight	
Mobile Cooking School	
Do Well Be Well	
LGEG	
GNHC	

COMMUNITY DEVELOPMENT & EMERGENCY MANAGEMENT

Major CD or EM Program Assignments

Program Assignment	Agent
Emergency Management	
Main Street	

4-H & YOUTH DEVELOPMENT

4-H Program Management	
Club Chartering, Membership, 4-H Online	
Financial Best Management Practices	
Adult Volunteer Groups	
Awards & Recognition	
4-H Clubs, Council, & Ambassadors	
ANR Project Development, Training & Support	
FCH Project Development, Training, & Support	

4-H Curriculum Enrichment	
Character Counts	
JMG	

4-H Events, Contests, Activities	
4-H Annual Recognition Event	
Major & County Livestock Show	
4-H Livestock, Horse, & Poultry Workshop	
4-H Livestock Validation	
4-H Newsletter, Social Media	
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 Record Book 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	

SIGNATURES OF COUNTY EXTENSION FACULTY:

Signature	Printed Name	Title	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approved:

Dr. Ruben J. Saldaña
District Extension Administrator

Date