

**Texas AgriLife Extension Service
The Texas A&M University System**

Duties of the County Coordinator

The county Extension program is the responsibility of the total county Extension staff. To enhance effectiveness and efficiency, one county staff member will be appointed as County Coordinator. The appointment of County Coordinator is made by the Director based on recommendation by the District Extension Administrator on an annual basis. The basic duties of the County Extension Agent filling this role are to provide leadership for the personnel and programs in the planning unit. In addition, the County Coordinator is responsible for managing the Extension office and acting as the liaison with the County Commissioners' Court with matters relating to office operations. Additional duties may also be assigned by the District Extension Administrator and all actions are subject to review and approval of the District Extension Administrator.

In coordination with county faculty and with approval by the DEA, the County Coordinator:

A. Personnel

1. Develops annual job responsibilities.
2. Hires, trains, and reviews county support staff.
3. Manages all aspects of Equal Employment Opportunity including compliance reports

B. Fiscal

1. Serves as liaison with County Commissioners' Court for all operational matters
2. Coordinates county staff input on county Extension budget requests
3. Is responsible for accountability of all county funds budgeted and expended in the interest of Extension

C. Office Management

1. Works with County Commissioners' Court and others as needed to secure adequate office space for the staff.
2. Is responsible for an office operation that assures as efficient an operation as resources allow
3. Maintains a neat and efficient office which allows for good client relations
4. Maintains complete records of all personnel action, activities, and reports required by the EEO Program
5. Ensures equitable and efficient utilization and allocation of support staff for agents
6. Maintains and is accountable for all county and state inventory of property & equipment
7. maintains office files and filing system, including any online documents
8. arranges for the effective use of mail privileges and e-mail.
9. Maintains appropriate links to The Texas A&M University System and Texas A&M AgriLife policies, regulations and rules.
10. Provides oversight for appropriate use of county website & social media

D. Programs, Accountability, & Interpretation

1. Provides overall leadership for program planning, identifying issues, and setting unit goals.
2. Provides leadership in community relations with partners & stakeholders in the overall program.
3. Coordinates county annual program plans, reports, and assignments
4. Responsible for coordination of the county Extension staff in all aspects of County Operations.
5. Provides input to DEA regarding performance of agents (county administrators only)

E. Relationships

1. Represents county staff at official functions.
2. Liaison with key leaders, media, civic, professional, and special interest groups
3. Arranges for staff planning that further relations with key groups and key individuals in the county.
4. Arranges for coordination of county staff activities.
5. Keeps all county staff informed on policies and information affecting them
6. Arranges for joint staff efforts in support of interpretation and reporting to the County Commissioners' Court.
7. Coordinates staff efforts to implement programs in areas where responsibilities are not clearly defined.
8. Provides leadership in coordinating staff activities through regularly scheduled office conferences.
9. Prepares and submits special reports requested by administration

Acknowledged:

Approved:

County Coordinator/County Administrator

District Extension Administrator

Date

Date