

ANNUAL ASSIGNMENT OF JOB RESPONSIBILITIES

County	Program Year

PROGRAM LEADERSHIP

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

Commented [RJS1]: You may leave this section blank and allow DEA to complete this OR you may submit a recommendation. Recommendations are subject to approval by DEA.

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.

Commented [RJS2]: Any duties listed on the county coordinator duties that will be delegated to another agent must be listed here along with the name of the agent responsible for that duty.

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

PROGRAM PLANS

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

Commented [RJS3]: List all TEAM plans on TexasData for your county along with the name of the Lead Agent

Texas Data Team Plan Title	Lead Agent

PROGRAM DUTIES

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

Commented [RJS4]: List ONLY major program duties/assignments in each program area.

AGRICULTURE & NATURAL RESOURCES

Major ANR Program Assignments:

Program Assignment	Agent

Commented [RJS5]: List major commodity areas along with Major Programs. Row Crops, Wildlife, Livestock, Master Gardeners, Master Naturalists, Beef 706, Water, etc.

FAMILY & COMMUNITY HEALTH

Major FCH Program Assignments

Program Assignment	Agent

Commented [RJS6]: For FCH, list major subject matter areas along with major banner programs, such as HST, Physical Activity, Diabetes, Nutrition, Walk Across Texas, Dinner Tonight, etc.

COMMUNITY DEVELOPMENT & EMERGENCY MANAGEMENT

Major CD or EM Program Assignments

Program Assignment	Agent

Commented [RJS7]: For Community Development, you could list specific duties such as animal issue plan, PPE distribution, emergency preparedness, or specific community development efforts such as Main Street, Hospitality Training, etc.

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	

Commented [RJS8]: While the 4-H Coordinator is the point of contact for 4-H and responsible for the overall management of the 4-H program, use this section to identify individual agents responsible for various management responsibilities, curriculum enrichment programs planned for the year, and major 4-H events and activities.

4-H Curriculum Enrichment	

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Commented [RJS9]: Each agent should be listed and must sign, including CEP, IPM, Marine, Health, and other agents. Specialist and support staff are not included. County Coordinator/Administrator & 4-H Coordinator should also sign and submit a copy of their duties as attachments to this document.

Approved:

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