**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)*

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| --- | --- |
| **Assignment** | **Assigned Agent** |
|  |  |
|  |  |

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)

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# PROGRAM PLANS

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

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| --- | --- |
| **Texas Data Team Plan Title** | **Lead Agent** |
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# PROGRAM DUTIES

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

## AGRICULTURE & NATURAL RESOURCES

Major ANR Program Assignments:

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| --- | --- |
| **Program Assignment** | **Agent** |
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## FAMILY & COMMUNITY HEALTH

Major FCH Program Assignments

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| **Program Assignment** | **Agent** |
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## COMMUNITY DEVELOPMENT & EMERGENCY MANAGEMENT

Major CD or EM Program Assignments

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| --- | --- |
| **Program Assignment** | **Agent** |
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## 4-H & YOUTH DEVELOPMENT

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| **4-H Program Management** | |
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| **4-H Curriculum Enrichment** | |
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| **4-H Events, Contests, Activities** | |
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**SIGNATURES OF COUNTY EXTENSION FACULTY:**

**Signature Printed Name Title Date**

**Approved:**

Dr. Ruben J. Saldaña Date

District Extension Administrator