

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

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)

PROGRAM PLANS

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

Texas Data Team Plan Title	Lead Agent

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

FAMILY & COMMUNITY HEALTH

Major FCH Program Assignments

Program Assignment	Agent

COMMUNITY DEVELOPMENT & EMERGENCY MANAGEMENT

Major CD or EM Program Assignments

Program Assignment	Agent

4-H & YOUTH DEVELOPMENT

4-H Program Management	

4-H Curriculum Enrichment	

4-H Events, Contests, Activities	

SIGNATURES OF COUNTY EXTENSION FACULTY:

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

Approved:

Dr. Ruben J. Saldaña
District Extension Administrator

Date