

Job Responsibilities and Behavioral Expectations for the Wells County Extension Agent, Agriculture and Natural Resources

The Extension Agent will work collaboratively with a team of Extension and research professionals and volunteers to provide innovative leadership for the Wells County Extension agriculture and natural resources program. Primary duties will be to provide educational programs in horticulture, agronomy/cropping systems, farm business management/crop marketing, livestock production, community economic development and leadership and 4-H youth development to adult and youth audiences. Supervision is provided by the Extension District Director serving Wells County.

This is a full-time position, planning and delivering educational programs in Wells County and when appropriate, programming cooperatively in neighboring counties. The position is based in the Wells County office of the NDSU Extension located in Fessenden, ND.

This position includes, but is not limited to, the following responsibilities:

Educate

- Teach, deliver and evaluate programs in horticulture, agronomy/cropping systems, farm business management/crop marketing, livestock production, community vitality and 4-H youth development for adult and youth audiences. Successful Extension Programs will require you to:
 - o Conduct needs assessments and issues identification that result in programs based on the needs of county citizens.
 - o Interpret and integrate pertinent research information into educational programs.
 - o Develop expertise in a subject matter competency area, and to plan, implement and deliver educational programs on a county and/or communities-of-interest basis.
 - o Evaluate and market the impact of the educational programs delivered.
 - o Cultivate a strong relationship with and use multiple media outlets and resources.
- Assist with agriculturally-related 4-H youth development-based educational programs with a measurable impact on enhancing life skills of youth, adults, and volunteers.
- Provide community and economic development education relating to the agriculture and natural resources program.
- Participate in professional development experiences offered by the NDSU Extension and other entities as appropriate.

Collaborate and Facilitate

- Cooperate and collaborate with local, county and state agencies, organizations and businesses to enhance agricultural leadership and programming opportunities, and utilize stakeholder input to formulate program plans to address issues that affect people throughout their life span.
- Collaborate with NDSU professionals to develop interdisciplinary programs, some of which will be delivered on a community of interest or program team basis.
- Develop and implement volunteer recruitment and provide training and management systems. This may include working with Wells County Crop Improvement Association and other groups.

County Coordinator Role

- Provide administrative role between Extension office and county commission on a regular and timely basis including discussions on staffing with district director.
- Ensure office communication with staff regarding programming, personnel needs, budget, and scheduling to make sure the office is staffed each week, and is a favorable work environment. Additionally, providing orientation to new personnel and ensuring that communication exists between district director and the office.
- Office management as the supervisor of county support staff. Additionally, ensuring the office is following youth development practices consistent with state and federal law as well as annual management of youth protection, membership, participation, safety and financial policies.
- Manage resource procurement by developing an annual budget with communication between county auditor and commission, including adequate use of funds, tracking and equitability with all team members.
- Facilitate program coordination to develop, implement, evaluate, and share about Extension programs in coordination with staff via program planning meetings, focus groups, advisory board meetings, and quarterly updates to commissioners, the district director and stakeholders.

Other

- Perform any additional duties as outlined by the assigned County.
- Assure compliance with equal opportunity policies.
- Perform other duties assigned in support of Extension programming.
- Some travel required.

Behavioral expectations include:

- Work ethically, with integrity, and respect confidentiality.
- Contribute to an environment of cooperative, supportive and positive working relationships with co-workers and clientele. Promote a healthy work environment and support everyone's efforts to succeed.
- Resolve differences constructively. Use tact and courtesy at all times.
- Use effective time management. Be prompt in attendance for work and meetings and be fully engaged.
- Exhibit positive attitude, image and personal motivation. Be a professional at all times.

This job description accurately reflects my position.


Lindsay Maddock, Extension Agent

1/4/19
Date


Ron Wiederholt, Central District Director

2-4-19
Date