K-State Research and Extension

County and District Extension Director Policy and Position Description

All local Extension Units, together with the K-State Research and Extension (KSRE) Director's Representative, will designate a County or District Extension Director.

Educational Requirements

A Director of a local Extension unit will have the same minimum educational degree requirements as an agent. The BS degree is required, and MS degree is preferred. A Director of a local Extension unit will also be required to have Extension experience or other related administrative experience. An Extension Board and Director's representative can recommend to raise these minimum qualifications as deemed necessary to best fulfill the administrative responsibilities at the local Extension unit level on a case by case basis.

Position Description

I. Title

County Extension Director; District Extension Director

II. Authority

Smith Lever Act of 1914, as amended; Kansas County Extension Council Law of 1972, as amended; Kansas Extension District Law of 1991; Memorandum of Understanding Between Kansas State University and United States Department of Agriculture; Memorandum of Understanding Between Division of Extension, Kansas State University and the County Extension Councils or District Governing Board; and Policies and Regulations of the State Board of Regents and Kansas State University.

III. Purpose of Work

A. The responsibility of County/District Extension Director is given by the Extension Board and the Director of Extension through the Director's Representative. This administrative assignment may be in addition to fulfilling the position of Extension agent with a subject matter programming assignment.

B. The purpose of the position of County/District Extension Director is to coordinate and direct the administrative functions to include: the fiscal operations of the unit; coordination of personnel; the development, delivery and reporting of Extension programs; and such other administrative functions assigned by the Extension Board and the Director's Representative.

C. **Director of local Extension Units with four or less extension agents:**
All local Extension Units, together with the Director's Representative, will designate a County or District Extension Director to have administrative responsibilities for budget and fiscal operations, program development, and non-agent personnel. The Unit Director will not have supervisory or evaluation responsibility for agent personnel.

D. **Director of local Extension Units with five or more extension agents:**
In local Extension Units with five or more Extension agents **(or four agents if adopted by the Board and Director's Representative)**, a director will be appointed for that unit to have administrative responsibilities for budget and fiscal operations, program development, and all personnel to include coaching and evaluating the work performance of agents.

IV. Major Duties and Responsibilities

A. Plan and coordinate the budgetary and fiscal operations, personnel management, and office management by:

1. Providing leadership in developing annual budgets; securing extramural funds to support Extension programming, supervising fiscal operations and expenditures; submitting financial reports and reviewing audits.

2. Handling legal responsibilities of County Extension Council elections, annual meetings and legal responsibilities of Extension Districts.

3. Supervising and evaluating local office professionals and program assistants.

4. Supervising and evaluating agents (in units with five or more agents or units with four agents adopting this responsibility.)

5. Holding regular staff conferences and coordinating staff activities.

6. Planning adequate office space and equipment for staff and overseeing procedures to purchase all office supplies and equipment.

B. Coordinate the planning, development and delivery of a well-rounded and comprehensive local Extension educational program by:

1. Assuming leadership and working with the Extension Board, local leaders and resource individuals, other local Extension agents, area and state specialists, and the Director's Representative to develop comprehensive programs to meet the needs of local people.

2. Coordinating the utilization of Extension program development committees and other local interest groups in developing and conducting educational programs.

3. Assisting in the implementation of agent action plans by coordination of the scheduling of Extension activities and events, providing leadership to the creation of educational materials, and the securing of the services of area and state specialists and other human resources.

4. Organizing and coordinating training sessions and development of educational materials for local leaders who serve on the Extension Board and program development committees, as well as other affiliated Extension groups.

C. Provide leadership at the local level to assure that extension educational programs are accessible to all individuals and that all reasonable efforts are being made to reach underserved audiences.

V. Administrative Accountability

The County/District Extension Director is administratively responsible to the Extension Board and the Director's Representative for budget and fiscal operations, personnel management of local staff, overall program development, delivery and evaluation, and assurance of accessibility to local programs by all individuals.