



CALDWELL COUNTY
Job Description

Job Title: 4-H
Department: Agriculture Office
Location: Lockhart, Texas

Salary:
FLSA Status: Exempt
Prepared by: Human Resources Dept.

Job Summary: The County Extension Agent, under general supervision, implements, plans, and evaluates educational programs and activities in assigned program areas. Supports and assists in the implementation of educational programs and activities in program areas for which other staff members have assigned leadership responsibilities.

Essential Duties and Responsibilities

- Implements the planned educational programs and activities in assigned program areas.
- Identifies, recruits, and trains local volunteer leaders to enable them to effectively perform their duties while serving on committees, clubs, and/or organizations.
- Utilizes a variety of teaching methods, strategies/techniques, activities, and materials in conducting educational programs.
- Complies with the provisions of Title VI of the Civil Rights Act of 1964 and the Affirmative Action Plan of Texas AgriLife Extension Service in conducting Extension educational programs.
- Develops comprehensive outcome and output program plans which address base programs, critical issues and clientele needs.
- Plans evaluation strategies for outcome directed programs and significant program activities. Utilizes evaluation results to make program revisions and modifications.
- Utilizes evaluation data and program outcomes to interpret program impacts to elected officials, key leaders and stakeholders. Conducts events for county and stated elected officials to report on program accomplishments and outcomes.
- Maintains appropriate communications with county, district, and administrative staffs to facilitate comprehensive understanding of the county program.
- Prepares monthly, annual and special reports and outcome program summaries to demonstrate results of planning, program accomplishments, and changes in behavior resulting from the educational programs.
- Develops long range professional improvement plan with the appropriate District Extension Administrator and appropriate input.

- Keeps informed on and complies with the Equal Employment Opportunity Program of Texas AgriLife Extension Service. Cooperates with the county coordinator and other staff members in the development and implementation of an EEO Action Plan for the county office unit.
- Conducts annual performance review with each support staff member the agent is assigned to supervise or coordinates with other staff members with joint supervision responsibilities for the review.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions.

Minimum Requirements

Education – Bachelor's degree in a related discipline to the position in which they serve.

Experience – No prior experience required. (Note: Urban designated counties require minimum of three years of related professional level experience.)

Knowledge, Skills, Abilities

Strong written and oral communication skills. Strong service ethics and desire to work with all audiences in assigned county, regardless of socioeconomic level, race, color, sex, religion, disability or national origin. Knowledge of word processing, spreadsheet and database applications. Technical competence in appropriate subject matter and the ability to apply this knowledge to the solution of problems. Understanding of the learning and development processes of youth and adults. Knowledge of a variety of teaching methods to provide effective learning experiences.

Ability to multi task and work cooperatively with others.

Registration, Certification, or Licensure - None

Supervision Received/Given This position generally supervises employees.

Other Requirements

- Travel Required
- Work beyond normal office hours and/or work on weekends.
- Must reside in assigned county. (NOTE: Urban designed counties exempt from this requirement.)
-