

ASSOCIATE DIRECTOR OF COOPERATIVE EXTENSION SERVICE*

Function of Job:

Under administrative review by Director, to be responsible and accountable for providing support to the Director I the broad areas of budget, personnel administration, reporting systems, curriculum development and program planning.

Characteristic Duties and Responsibilities:

1. Be responsible for all financial planning and development for the Cooperative Extension Service, including grant support, budgeting, and monitoring of accounts.
2. Be responsible for overall coordination of recruitment, employment and personnel policies in accordance with equal opportunity, minority and affirmative action plans.
3. Be responsible for maintenance of program planning and support systems (including curriculum planning), staff development and performance appraisal.
4. Provide guidance and training to County Coordinators to assist them inefficiently performing their office management responsibilities.
5. Be responsible for maintenance of appropriate Extension council selection procedures and working relationships in accordance with Memorandum of Agreement between UNH and the County Conventions
6. Provide effective liaison with academic departments and other units cooperating with Extension Service at the University and throughout the state.
7. Act for the Director in his/her absence.
8. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree, preferably with degree work in financial and personnel management.
2. At least seven years of experience in extension education and the ability to qualify for rank of Associate Extension Educator or Extension Educator.
3. Excellent communication and organizational skills.
4. Supervisory ability.

Additional Desirable Qualifications:

1. Doctorate in areas of adult or Extension education.

7/6/87
System Approval

7/6/87
Effective Date

* Revised – Original approved 7/24/85 as “Assistant Director of Cooperative Extension Service.”

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

