

EXTENSION PROGRAM LEADER

Function of Job:

Under administrative review by the Director, to provide program leadership and administrative coordination of personnel and fiscal resources in assigned extension program areas.

Characteristic Duties and Responsibilities:

1. Work closely with appropriate Extension personnel to formulate policy and design, develop and implement innovative Extension program that effectively utilizes the research/knowledge base of the University System in response to citizen needs.
2. Evaluate and analyze program initiatives including staff accomplishments, long-range and annual work plans, and narrative reports, and utilize such evaluations in future planning processes, and to revise or redirect programs as necessary.
3. Insure that a balanced program of projects, activities, events, leadership development and other learning experiences are offered to target audiences.
4. Be responsible for recruitment, selection, evaluation, training, professional development, work assignments and general supervision of assigned county and state staff members.
5. Develop and administer assigned program budgets, including federal, state and private funds and be responsible for obtaining outside funds when necessary.
6. Provide leadership for the design, implementation and evaluation of marketing/public relations efforts and communicate program results to various publics.
7. Represent Extension interests on appropriate university/state committees and/or task forces, National Extension committees, and at statewide program functions.
8. Assure the appropriate liaison/linkages are maintained between Extension staff and subject specialists, statewide agencies/organizations, support groups including County/State Extension Councils, Federal/Regional Extension personnel and USNH department chairs.
9. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in appropriate field and five years of related management/administration experience.
2. Demonstrated ability to work effectively with people.
3. Demonstrated competency in program development, leadership, and personnel management.
4. Excellent communication skills, both oral and written.
5. Supervisory ability.

Additional Desirable Qualifications:

1. Experience with a cooperative extension service.
2. Understanding of cooperative extension and land-grant university philosophy.

9/10/87

System Approval

9/10/87

Effective Date

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.