



**JOB INFORMATION**

Job Code	CA37
Job Description Title	Asst Dir, County Office Ops
Pay Grade	OP13
Range Minimum	\$75,700
33rd %	\$95,890
Range Midpoint	\$105,980
67th %	\$116,070
Range Maximum	\$136,260
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/29/2019

**JOB FAMILY AND FUNCTION**

Job Family:	Outreach Programs
Job Function:	Extension Services

**JOB SUMMARY**

Directs and oversees the Alabama Cooperative Extension System (ACES) County Extension Coordinators (CEC) by providing leadership, formulating budgets, and fostering relationships throughout the 67 Alabama County Extension Offices.

**RESPONSIBILITIES**

- Responsible for the recruitment, hiring, supervision, professional development, mentoring and performance assessment of County Extension Coordinator located throughout the State of Alabama.
- Assists CECs in partnering and developing regional program strategies to generate new revenues, public appropriations, grants, contracts, user fees, and donations to maintain programming.
- Serves as a member of the System Program Team; Collaborates closely with the Assistant Directors for Programs to assess and address program needs, the ACES Business Office to ensure efficient operations of County Extension Offices, and with Auburn University and Alabama A&M University personnel, departments as needed.
- Fosters relationships by partnering with universities while demonstrating ACES' core values of excellence, diversity, global involvement, and accountability.
- Assists CECs in program impact reporting and Civil Rights planning, reporting, and annual auditing.
- Strengthens cooperative partnerships with County Commissioners and other organizations.
- May perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	No Specific Discipline	And	7 years of	5 years of experience supervising full time employees.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Land-Grant system, mission of Cooperative Extension and federal, state and local partnerships	
Experience in generation of revenue streams to support applied research, Extension, or similar programming	
Knowledge of Human Resource policies, practices, and laws, fundraising techniques, contracts and grants administration, and University policies and procedures	
Knowledge of principles and practices of leadership, motivation, team building, and conflict resolution.	
Knowledge of modern office practices, methods, and computer equipment	
Knowledge of budgeting procedures and techniques.	

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

**Vision Requirements:**

Ability to see information in print and/or electronically.