

Job Description for County Manager

The Extension County Manager will provide leadership for all aspects of the Cooperative Extension Service in the county. The County Manager responsibilities include: (1) serve as a liaison to the District Board in the County; coordinating with the Area Extension Director; (2) ensure accountability throughout the County Extension service while maintaining positive public relations; (3) supervise and/or oversee county office staff; (4) develop strong intra-office and intra-county relationships; (5) foster teamwork and collaboration throughout office staff and county partnerships; (6) respond to county and Extension issues in a timely manner; (7) ensure that all youth and adults have an equal opportunity to participate in Extension programs regardless of race, color, age, sex, religion, disability, or national origin.

All staff in a county will support the dissemination of useful and practical information on subjects relating to Agriculture, Family Consumer Sciences, 4-H and Community and Rural Development as outlined in the KRS statutes 164.605 to 164.675.

Financial and Public Accountability – 40%

Responsible for overall budget management, operating budget process, and accounting for the office. Develops and or improves current business practices to facilitate positive change and ensure efficiency and effectiveness in serving customer needs. Advises and directs county staff regarding College and University policies and procedures, including changes and updates. Works with county staff to develop improved policies and improved accounting, statistical, and support service. Interprets and ensures compliance with all State (KRS), University, Extension and Local policies and procedures, rules and regulations, as related to county operations. Ensures annual KRS-mandated county financial audits and required financial reports are completed, reviewed and submitted to Department of Local Government. Serves as a resource for financial and business management mentoring for county offices. Distributes the periodic county accounting reports and reviews as necessary to Regional and Area Directors and county personnel. Provides timely and accurate reports to Director of Business Operations, Regional and Area Directors and others as required. Assists with ensuring that Client Protection and Risk Management guidelines are implemented within all program areas.

Competencies/skills:

Written and oral communication skills, dependability, courteous and responsive to the public. Social media skills.

Supervision – 35%

Provide direct supervision for all staff except program area support staff which will be supervised by program area agents. This would include the performance evaluations, coaching, corrective action, etc. Provides mentorship and encouragement to all staff. Monitors schedules and work completion. Follows Kentucky Cooperative Extension Guidelines for county operation. Responsible for management, staffing, maintenance, safety and effectiveness of all local Extension facilities.

Competencies/Skills:

Communication skills, coaching, supervisory skills

Facilitation, Collaboration, Teamwork – 10%

Serve as a group facilitator to convene or intervene with groups that need a neutral facilitator to foster successful outcomes. Help the group identify, solve problems or make decisions. Exhibit and promote teamwork within the Extension organization at county, area, region, and state levels, acting as mentor and contributing to the professional development of all staff. Coordinate intra-office communication. Coordinate all forms of governmental and media communications. Provide leadership and communication with Extension District Board in cooperation with the Area Extension Director. Demonstrate open and efficient communications among support staff and Extension clientele. Coordinate county-wide or multi-program events as needed.

Competencies/Skills:

Initiative, Leadership abilities, able to easily meet people and form relationships. Open and honest communications skills. Team Player.

Customer and Public Relations – 10%

Maintains a system to respond to clientele requests on a timely basis. Uses new technology to improve customer service and extend/leverage the personnel investment in the office. Serve as point person to build effective working relationships with county government, local agencies, key decision makers and clientele groups. Network and build relationships among diverse groups and individuals to market and support Extension. Make use of new technology to communicate with clientele, decision makers and University Administration.

Competencies/Skills:

Detail oriented, ability to meet the public, good communication skills

Professional Standards, Customer Service and Organizational Improvement – 5%

Consistently live out the commitment to the Martin-Gatton College of Agriculture, Food and Environment tenets of excellence, competence, respect, flexibility, communication, and learning. Model and promote excellent customer service to all internal and external constituents. Expand professional knowledge through training, classes, and seminars. In accordance with the University's four pillars of employee well-being: belonging and engagement, health and wellness, career success, and financial stability, it is strongly recommended that some portion of the professional development is related to well-being. Other duties as assigned.

Competencies/skills:

Leadership management skills.