

Extension Events Coordinator

Major Job Responsibilities

Contracts, Meetings, Events and Marketing
30%

Coordinates local Extension campus facilities use and related agreements. Oversees scheduling, reservations, and meetings and events setup and breakdown. Provides periodic reports on facility usage. Works with local leadership, Extension administration, agents and staff to assess county Extension facility and facility use needs, and to coordinate and facilitate local Extension events and meetings. Serve as logistics manager for local Extension campus, meetings and events. Proactively create and implement communication and marketing plans for county Extension events and community/special events. Collaborate with Extension Agents and Support Staff to develop content for local website and coordinate and expand use of other media, such as Twitter, Facebook, Podcasts, blogs, etc. Maintain and promote website as an informational and education tool for the public regarding facility events and extension programming. Coordinates day-to-day oversight of facilities, fiscal matters regarding facilities and the Extension District Board/County Extension Council requests regarding facility needs and issues. Responsible for management, staffing, maintenance, safety and educational effectiveness of the extension facility. Other duties as assigned.

Competencies/skills: Project management skills. Marketing skills. Ability to make independent decisions. Written and oral communication skills. Judgment. Organizational skills.

Building Operations
20%

Oversees daily operation and maintenance of the buildings and grounds. Oversees maintenance and related support staff. Ensures all Extension District Board policies, University standards and government regulations are met and maintenance checklists/inspections are fully and promptly completed. Inspects all grounds and facilities, evaluates the condition of the property (buildings, infrastructures and grounds), and determines repair and maintenance needs. Oversees grounds care and maintenance (mowing, landscaping, salting, snow removal, etc.). Oversees operation, maintenance and repair of all equipment and tools. Works cooperatively with local Extension District Board to ensure facilities are compliant with Americans with Disabilities Act requirements and all applicable building codes. Develop and oversee a preventative maintenance program for all aspects of the facilities and grounds. Bi-annually participate in a thorough inspection of facilities with Area Extension Director or County Manager and maintenance staff (Spring and Fall). Collaborate with the Area Extension Director or County Manager and county staff on projects/repairs needed, time frame for completion, scope of projects, etc. Fulfills all facility coordinator responsibilities as

assigned by Area Extension Director. Perform bookkeeping, accounts management and reconciliation as directed. Other duties as assigned.

Competencies/skills: Knowledge of current building and ground maintenance requirements. Identify areas which will need outside help. Written and oral communications skills. Planning and organizing. Ability to make independent decisions. Leadership abilities. Budgeting and financial management. Attention to detail. Quickbooks.

Training, Supervision, and Hiring
15%

Working with the Area Extension Director, this position will lead maintenance staff hiring and supervise maintenance and related support staff, where applicable. This position conducts the performance appraisal process and counseling sessions in accordance with Extension Human Resources guidelines. As direct supervisor, this will include monitoring schedules and work completion, approving time sheets and leave requests for maintenance and related support staff. This position will develop the training program for new maintenance and related support staff. Coordinates day-to-day oversight of facilities, fiscal matters regarding facilities and the Extension District Board/County Extension Council requests regarding facility needs and issues. Responsible for management, staffing, maintenance, safety and educational effectiveness of the extension facility. Other duties as assigned.

Competencies/skills: Communication skills, mentoring, coaching and supervisory skills.

Facilities Development
15%

Determines construction projects and repairs, establishes and approves the scope of work, and monitors the quality and completeness of the work. Collaborates with local Extension District Board and Area Extension Director or County Manager concerning recommendations, scope of projects, quality control and costs of project and may consult with appropriate UK, College of Agriculture, Food and Environment and local agencies and offices on technical questions or scope of work on a project. Develop strategic plan for county facility space. Responsible for working with Extension District Board to determine business development avenues including rate determination, facility assessment, customer services, and overall program coordination. Conducts research to determine internal versus external programs and needs. Other duties as assigned.

Competencies/skills: Project management. Collaboration and teamwork. Oral and written communication skills. Ability to make independent decisions. Organizational skills.

Audio Visual, Telephone and
Information Technology
5%

Maintains working knowledge of facility audio visual equipment and provides AV and technical support to meetings and events, as needed or requested. Works cooperatively with Extension District Board to ensure information technology systems, usage and support is provided in cooperation with College of Agriculture, Food and Environment IT. Works cooperatively with College of Agriculture, Food and Environment IT and Regional Extension Information Technology Contacts. Serve as liaison and lead point of contact for telephone and Internet service providers. Other duties as assigned.

Competencies/skills: Knowledge and ability to manage AV resources for meetings and conferences. Ability to manage sound and light system. Teamwork. Oral and written communication skills.

Records, Financial Forms, Inventories
5%

Oversees ordering of janitorial and maintenance supplies. Oversees equipment and supplies inventories adhering to all applicable policies and guidelines. Assists in developing and overseeing compliance with facilities rental and building use policies and procedures. Recommends facility policy and procedure modifications to the Area Extension Director and/or County Manager and assist with presentation to the Extension District Board as needed or requested. Other duties as assigned.

Competencies/skills: Organizational skills. Dependability. Financial management and reconciliation. Record keeping. Spreadsheet management. Computer skills. Attention to detail. Excel and Word.

Security and Safety
5%

Evaluates, oversees and maintains security of the property. Liaises with alarm companies and security providers, as applicable. Works with cooperatively with local Extension District Board to ensure compliance with building, fire marshal and other applicable codes. Works with appropriate UK, College of Agriculture, Food and Environment, local law enforcement and other appropriate local boards, agencies and offices to develop emergency evacuation and safety routes, plans and procedures and to ensure the safety and security of buildings, employees and the public. Other duties as assigned.

Competencies/skills: Written and oral communication skills. Attention to detail. Organizational 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.