

POSITION ANNOUNCEMENT
DIRECTOR OF EXTENSION COUNTY OPERATIONS
GEORGIA COOPERATIVE EXTENSION -- THE UNIVERSITY OF GEORGIA

POSITION: The University of Georgia College of Agricultural & Environmental Sciences (CAES) seeks an outstanding leader for the position of Director of Extension County Operations. This is a full-time administrative position based in Athens, Georgia. Appointment will be in the Public Service or Tenure track system as appropriate for the selected candidate.

The incumbent will provide leadership of day-to-day administrative operations to the county Extension offices in Georgia to facilitate coordinated operations, personnel development, enhanced extramural support and strategic partnerships. Approximately 800 personnel in county Extension offices provide program leadership in the areas of Agriculture and Natural Resources (ANR), Family and Consumer Sciences (FACS) and 4-H to meet the needs of Georgia citizens.

QUALIFICATIONS: Candidates must have earned a master's degree or PhD and achieved the rank of Sr. Public Service Associate (or equivalent) or Professor. The candidate must demonstrate expertise in the development and implementation of Extension programs at the county and state level. Candidates must have management or supervisory experience as well as budget management experience. Successful experience communicating with local officials, private and public organizations, agencies and clientele is essential. Knowledge of the county delivery aspects of Cooperative Extension is required. Candidates must demonstrate skills in innovative and strategic planning. Experience in obtaining extramural funding is desirable.

RESPONSIBILITIES: The Director of Extension County Operations reports to the Associate Dean for Extension in the CAES. The director has day-to-day operational responsibilities for administration of county operations. Responsibilities include:

- (a) Conducting regular meetings with District Extension Directors (DEDs) and appropriate personnel to ensure the smooth operation of county activities;
- (b) Coordinating with DEDs and State Program Leaders to develop and implement a plan to substantially increase annual non-state appropriations for county operations;
- (c) Coordinating with DEDs and State Program Leaders to develop strategic partnerships to enhance county programs;
- (d) Assisting the Associate Dean for Extension in the management of budget and personnel matters for county operations;
- (e) Working with the Office of the Vice President of Public Service to provide leadership and oversight of the public service promotion process for the UGA Cooperative Extension;
- (f) Providing leadership and coordination for the Program Development Team (program area and program development leadership);
- (g) Providing leadership for the Extension student internship program;
- (h) Working with State ANR, FACS and 4-H Program Leaders and other college and university administrators to facilitate local implementation of programs and communication of local needs assessments to academic faculty; and
- (i) Participating in regional and national leadership roles to represent the UGA Cooperative Extension.

SALARY: Competitive and commensurate with qualifications and experience. Information regarding fringe benefits of the position can be viewed at <http://www.hr.uga.edu/>

Nominations and applications are encouraged. All materials should be submitted by May 5, 2013, however, screening will continue until the position is filled. Tentative start date is 7/1/2013. A letter of application, resume, two one-page concise statements that address: "Opportunities and Strategies for Increased Support for County Operations" and "A Vision for County Operations: Organization and Program Delivery," and four letters of reference (sent directly by the reference) should be sent by surface mail to: Mr. Norman McGlohon, Northeast District Extension Director, 300 Hoke Smith Building, Athens, GA 30602.

The University of Georgia is an Equal Opportunity/Affirmative Action Institution
Women and minorities are encouraged to apply.