



## Overview

### Overview

<b>Inactive</b>	No
<b>Effective Date</b>	05/30/2019
<b>Date of Last Change</b>	02/21/2019 03:33:26.174 PM
<b>Job Profile Name</b>	District Extension Administrator
<b>Job Code</b>	U8080
<b>Include Job Code in Name</b>	No
<b>Job Profile Summary</b>	The District Extension Administrator, under direction, provides leadership for the supervision and management of human and material resources in the assigned Extension district.
<b>Job Description</b>	The District Extension Administrator, under direction, provides leadership for the supervision and management of human and material resources in the assigned Extension district. Responsibilities: -Provides input and oversight for the development and management of district budgets. -Ensures compliance with Affirmative Action/Equal Opportunity/Civil Rights guidelines related to programming and employment functions. Interprets and implements applicable policies, rules, and procedures. -Serves as a liaison with County Commissioners Courts. - Ensures each county has an approved county program plan of work and has final approval for organizational and individual development plans. -Identifies program direction, acquires resources for program enhancement, and sets priorities for resource allocation to most effectively impact programming related to strategic plans. -Recruits, selects, and supervises personnel in the assigned district and provides administrative oversight. Supervises the orientation and professional development of personnel. -Interprets educational programs to key leaders and serves as a liaison with elected officials. Identifies and procures external resources for the enhancement of programs in the district. -Provides oversight for the development and management of County Emergency Preparedness Plans within the district. Education and Experience: -Master's degree in Agriculture and Natural Resources, Family and Consumer Sciences, Education, Educational Administration, or equivalent combination of education and experience. -Five years of related experience in the Cooperative Extension System including related supervisory experience. Knowledge, Skills and Abilities: -Knowledge of word processing, spreadsheet, and database applications. Knowledge of budgets. -Ability to multitask and work cooperatively with others. Ability to plan, organize, budget, and communicate effectively. Ability to establish effective working relationships.
<b>Additional Job Description</b>	
<b>Job Title Default</b>	
<b>Restrict to Country</b>	
<b>Management Level</b>	Manager (6)
<b>Job Level</b>	Supervisor
<b>Job Family</b>	Extension
<b>Job Classification</b>	01 - Professional/Administrative (TRS Job Category) 07 - Generally Supervises (Supervision Given) 11-1021 - General And Operations Managers (SOC) 1 - Executive / Administrative / Managerial (EEO) 4 - Other Key Administrator (ORP Eligibility) E - Executive (FLSA Code) T - Staff (Faculty Rank) UD - Under Direction (Supervision Received) Y - Yes (Longevity Pay Eligible)
<b>Work Shift Required</b>	No

**Public Job** No  
**Referral Payment Plan**

**Characteristics**

**Difficulty to Fill**  
**Critical Job** No

**Compensation**

**Compensation Grade** 15  
**Compensation Grade Profile**  
**Impacted Eligibility Rules**

**Qualifications**

**Certifications**

Certification

Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)

**Education**

Education

Required	Degree	Field of Study
	Masters	

**Languages**

Languages

Required	Language	Ability	Proficiency

**Work Experience**

Work Experience

Required	Work Experience	Experience Level
	Related Work Experience	05 Years

**Responsibilities**

Responsibilities



Required	Responsibility
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**Training**

Training

Required	Training	Training Type	Description
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**Skills**

Skills

Required	Skill
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**Pay**

**Pay Rate Type**

Pay Rate Types

Country	Pay Rate Type
United States of America	Salaried

**Job Exempt**

Job Exempt

Country / Country Region	Job Exempt
United States of America	Yes