

County Office Coordinator's Descriptions

County Office/Support Staff Coordinator

Maintains a working knowledge of UK/HRS policies pertaining to leave (sick, vacation, FML). Serves as local county resource for hiring; counseling; and for conduct/performance issues for county staff. Assures performance appraisal(s) are conducted and returned to District Director as scheduled.

Secretary/Support Staff Supervision

Takes lead, and involves other agents in secretary (support staff?) hiring, performance appraisal, counseling sessions, approval of time sheets and leave requests (may include coding travel/leave requests).

- Responsible for setting up hiring process and for completeness of hiring packets according to affirmative action guidelines.
- Take lead in preparing job descriptions, and assign duties if more than one secretary in office.
- Coordinates training and professional development for county support staff.

Affirmative Action

- Responsible for leading others in the proper action and documentation of Affirmative Action files in the office.
- Takes lead in updating County Civil Rights Plan, map, and rosters.
- Prepares materials and makes arrangements as needed for County Program Reviews.

Office Management

- Assures office portrays a professional image to the public.
- Takes the lead and works with other agents in hiring and supervising custodians and grounds maintenance personnel.
- Responsible for maintenance of office security, meeting room facilities, keys, proper signs and general office organization.
- Takes lead to see that physical maintenance and repairs are done.
- Responsible for supervising maintenance of files and publications.

Office Staff Conferences

- Schedule and call weekly County Office Conferences.
- Make an agenda and distribute it before meeting.
- Inform county staff of matters discussed at District Staff Meetings.
- Arrange for minutes to be sent to District Director.



County Fiscal Coordinator

Maintains a working knowledge of Kentucky Statutes pertaining to tax districts and budgets, and Cooperative Extension Service money handling policies.

Fiscal Matters

- Work with District Board treasurer in keeping account of expenses and income of board.
- Responsible for timely action and submission of forms for board.
- Take lead in working with other agents and Extension District Board or Fiscal Court and the Extension Council in preparation of budget and in setting tax rates if applicable).
- Responsible for proper submission of budget worksheet, memorandum of agreement and schedule of disbursement, and county staff salary increases to the District office.
- Responsible for proper money handling procedures and for informing others of money handling procedures.
- Arrange for audit and financial reports as needed.
- Work with District Board chairmen in scheduling meetings and insuring proper notification of meetings.

Ordering Supplies

- Take leadership in ordering office supplies and marketing items.
- Works with other staff in keeping inventory of supplies and works within budget support.

Office Petty Cash/Credit Card Management

- Responsible for accounting, security, and maintenance petty cash fund and county credit card.
- Ensures that funds balance.

Penalty Mail

- Is familiar with penalty mail regulations, making sure they are followed.
- Assures reports are maintained and are sent to Penalty Mail officer and to the District office as required.
- Ensures that mailing lists are up-to-date and purged annually.
- Arranges for stamps and shipping methods, as needed.
- Works with local postmaster, as needed.

Equipment and Inventory

- Takes lead in purchasing equipment, handling bidding process and maintenance of equipment, including office machines, furnishings, and electronic equipment.
- Is familiar with computer programs in office. Ensures software is installed and working properly.
- Serves as office contact with District Extension IT Contact.

County Extension Council & Marketing Coordinator

Maintains a working knowledge of the Kentucky statutes and CES expectations for County Extension Councils; and college marketing standards.

County and State Extension Councils

- Takes lead with County Extension Councils.
- Works with Council officers on agenda, and notification of members.
- Ensures that Council regulations and by-laws are followed according to Kentucky Statutes and CES expectations; provides training for members.
- Contacts County Representatives to State Councils (if applicable) and facilitates representatives' attendance at State and/or Regional meetings serving as an advisor and providing support as needed.

Program Development & Reporting

- Takes lead in the development and timely submission of the following:
 - a. County Plan-of-Work,
 - b. Annual Report-to-the-People,
 - c. Annual Accomplishment Report (Priority Indicators),
 - d. Others, as requested.

Mass Media

- Maintains positive working relationship with local newspaper, radio and TV stations, if applicable.
- Works with media on special features and publications which involve the entire office.
- Takes lead in special programs to promote Extension office, i.e., displays, events.

Legislative

- Completes information on legislator profile.
- Contacts leader to work with legislators when called upon.
- Takes lead in county for recognition and attendance of local officials at functions to inform and/or recognize them.

Student Recruitment/College of Ag Alumni

- Serves as County Contact between U.K. College of Agriculture and local youth in providing information to local youth as potential students of the College of Agriculture, U.K. or as college-bound.
- Makes arrangements for County youth to be involved in tours of U.K. and other recruitment programs (college career days, etc.).
- Works with County Representatives of College of Agriculture Alumni. Notifies members of meetings (if required).
- Serves as an advisor to local volunteer serving as officer of organization.

Expectations of all Agents

- Program councils (AG, FCS, Homemaker, 4-H, CED)
- Maintain Extension programs during the absence of an agent or during a vacancy.
- Provide mutual support to co-workers.
- Be involved in Community & Economic Development programs.
- Assist new agents in learning about the county, people, & programs.
- Maintain communication and working relationship among staff.
- Supervise program assistants in respective program areas.