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.

Educational programs of Kentucky Cooperative Extension serve all people regardless of race, color, age, sex, religion, disability, or national origin.
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.