

County Director Expectations

- Work with staff to develop yearly SMART goals for performance appraisal as well as short- and long-term SMART goals for the employee's professional development plan in SUPER
- Ensure fiscal needs of the overall county program including fiscal management (county expected funding level, state E-account and One Card reconciliation), and physical resources (facilities and equipment) while fostering transparency
- Foster open communication among staff by having regular office conferences (at least one per month), one-on-one meetings, and professional development activities/retreats for entire staff
- Conduct quarterly meetings with Ag Committee to develop budgets, highlight programs and build community relationships
- Routinely network, build relationships and market all Extension programs to stakeholders including University of Tennessee Administrators, Tennessee State University Administrators, Extension Administration, Region staff, legislators and county officials
- Market all Extension programs in March highlighting programs to stakeholders for Extension Month
- Provide staff direction toward office goals including counseling, mentoring, conflict management and effectively evaluating performance
- Ensure deadlines are met including trainings, IRIS, SUPER and Quicken
- Serve as a liaison between Extension Administration, Region staff, county officials and Ag Committee
- Serve on employee search committees for county staff positions including working with Ag Committee and conducting reference checks
- Coordinate onboarding for new staff members with program leaders and assigned mentor
- Work with Region Program Leaders and Region Director to develop agent expectations including, planning/implementing educational programs and staff development
- Attend LEAD95/THRIVE95 and pursue other leadership professional development opportunities
- Understand and be familiar with University policies, as well as Extension guidelines and procedures. Ensure employees understand and implement policies, guidelines and procedures.
- Open, clear and transparent communication with staff and region staff including calendar sharing and setting a positive example for staff
- Attending county director meeting.

Percent Administrative Corporate Function

4 - 7 employees (FTE) - 20 percent (1 day per week)

8 - 11 employees (FTE) - 30 percent

12 - 15 employees (FTE) - 40 percent

17 & up employees (FTE) - 50 percent (2.5 days per week)