

## LANCASTER COUNTY ASSISTANT COUNTY AGENT

### NATURE OF WORK

This is professional work planning, conducting and evaluating effective educational programs in assigned subject matter areas.

Work involves serving as a representative of the Lancaster County Cooperative Extension Office with primary responsibility for planning, conducting and evaluating effective educational programs in subject matter areas for which responsibility has been assigned. Supervision is received from an administrative superior with work reviewed in the form of reports, direction exercised over volunteer and subordinate personnel and program results achieved.

### EXAMPLES OF WORK PERFORMED

Work in cooperation with university specialists, County and City departments, USDA agencies, community organizations, businesses and citizen committees to identify, plan and evaluate public educational programs; coordinate resultant program activities with various Extension personnel.

Prepare program work plans and other required reports; coordinate work projects with County Extension Educators and administrative staff.

Conduct library, internet and database searches as background subject matter support for papers, reports and program reviews.

Measure impact of major program efforts in assigned subject matter areas; report to County Extension Board, community and public leaders, and the general public.

Assist other Extension personnel in planning and activating effective marketing and public relations programs related to assigned subject matter areas; assist other Extension personnel in program evaluation.

Assist in the coordination of the comprehensive extension program.

Assist in writing grant proposals, collecting evaluation data and completing grant performance reports.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of subject matter related to specific duties of the position, and cooperative extension work.

Knowledge of the operation and maintenance of program test equipment.

Knowledge of personal computer systems and equipment.

Ability to exercise independent judgment and considerable discretion when making departmental decisions in compliance with laws, regulations and established policies.

Ability to supervise, plan and evaluate the work of subordinate personnel as assigned.

Ability to collect, organize and present programs and promotional materials.

Ability to utilize a variety of standard computer software and presentational devices.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with coworkers and the general public.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in agriculture, agriculture education, consumer and family science or a closely related field supplemented by a Master's Degree in agriculture or agriculture education and some experience related to extension subject matter areas plus some experience in the relevant computer applications.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in agriculture, agriculture education, consumer and family science or closely related field and experience related to extension subject matter areas plus experience in the relevant computer applications; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary in the satisfactory performance of assigned duties.

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