


CSU Extension Job Description Template	
Employee Name Fisher, Michael	Supervisor's Name Nobles, Bill
Primary County/Area of Responsibility (home base) Pueblo County	Title of position (check all that apply), _____ Program Associate __X__ Extension Agent _____ Area Extension Agent _____ Regional Specialist _____ Other _____
Program Area(s) of Responsibility: (check all that apply) _____ Family and Consumer Science __X__ Agriculture _____ Horticulture _____ Natural Resources _____ 4-H Youth Development _____ Sustainable Community Development Emphasis area (ie. Nutrition, Agronomy) Livestock Production & Community Development	____X___ with County Director responsibilities _____ with Area Director Responsibilities
Multi County Cluster (list counties) Custer, Huerfano, Las Animas, & Pueblo	
Program Area(s) of Responsibility within Cluster Livestock & Range PRU Community Development PRU	
Position Summary (brief statement of the overall function and purpose of the position) To provide overall leadership for and coordination of the Pueblo County Extension program. Working with Extension personnel, the Board of County Commissioners, advisory groups, and clientele to develop, enhance and implement a forward-thinking vision which will strengthen Extension's professional presence in Pueblo County and its role in the local communities. To provide leadership, direction, organization, development, delivery, evaluation and implementation of educational programs in livestock production, rangeland management, and community development programs within Pueblo County and its neighboring partners. This individual will also work with CSU specialists, commodity groups, private industry, and other government partners to develop and deliver quality research based programming and information available to all Colorado residents.	
Job Responsibilities/Specific Duties (please list in bullet form in order of your time commitment to each duty. Include responsibilities that require 5+% of your time). Expand this space as necessary. (Note: start all bullets with a verb.) Pueblo County Extension Director: • Provide overall leadership for and coordination of the County Extension program. Working with Extension personnel and clientele to develop, enhance and implement a forward-thinking vision which will strengthen Extension's professional presence in the County and its role in local communities. • Develop an annual county budget, with appropriate support from Extension personnel, and present budget request to the Board of County Commissioners. Advocate for budget approvals and enhancements. • Serve as liaison with the Board of County Commissioners. Foster and maintain positive relationships with county commissioners and county department heads. • Conduct evaluations of administrative professionals and staff in the county.	% of Time 80%

<ul style="list-style-type: none"> • Contribute to recruitment and hiring of agent and program associate positions, within the county and the region, including state and local Extension interview processes, in cooperation with County Commissioners, advisory committees, Regional Director and Extension Administration. Work with the Board of County Commissioners or county administration to fill vacant support staff positions. • Strengthen and maintain an effective Extension Advisory Committee(s) and other county leadership groups that help plan, conduct, and evaluate the county Extension program. Schedule regular meetings between the Extension Advisory Committee and Extension faculty and staff. • Communicate the total planned county program to co-workers, state Extension Administration, department heads, advisory committees, Board of County Commissioners, clientele and the general public, keeping them well informed of status, program goals, progress, and results. • Provide leadership in promoting Extension educational opportunities with individuals, groups, firms, and organizations. • Establish and maintain advocacy, support, or collaboration relationships both internal and external to the University as appropriate. • Provide federal, state, and county accountability, and generate and allocate resources in support of county programs. • Manage fiscal resources, including making budget decisions transparent, allocating travel budget, and approving all leave requests, travel requests, expense accounts, and other claims for reimbursement of county faculty and staff. • Enhance morale and contribute to a positive and professional work environment. • Implement policies and procedures of Colorado State University. Maintain required records. • Assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences. • Provide leadership and programming assistance with other activities as assigned. 	
<p>Livestock & Range PRU and Community Development PRU:</p> <ul style="list-style-type: none"> • Develop & provide/facilitate educational programming for people and businesses involved in livestock production, range management, or community development. • Conduct production oriented research to better improve livestock production, operational management, resource conservation, rangeland production, etc. • Work with individuals, businesses, and community leaders to enhance community development and economic opportunities in the County, Region, and State. • Use technology and media resources to extend information and educational opportunities to Coloradoans. • Maintain a high level of proficiency in the animal sciences, range management, & ranch practices. 	<p>20%</p>

<ul style="list-style-type: none"> • Effectively communicate and coordinate resources, research and programming with personnel/staff of Colorado State University, associated agencies, commodity groups, professional organizations, and clientele groups, including advisory boards. • Seek out and manage external funding sources to support programming efforts including grants and contracts, and practice cost recovery. • Provide program and information delivery support to colleagues in livestock production, range management, ranch practices, & community development as appropriate. • Collaborate with local, state, & federal officials to develop emergency management plans that can be initiated in the event of an emergency involving area livestock. And cooperate with officials following such an event. • Report programming activities within the appropriate reporting systems/formats for Colorado State University Extension and/or Pueblo County. • Assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences. • Provide leadership and programming assistance with other activities as assigned. 		
<p>Additional characteristics to be considered in order to be successful in multi-county efforts (availability of technology, distances, terrain, availability of high speed internet, population, ethnic and economic diversity, specialties of others in your cluster, etc.). (optional)</p>		
<p>Date Completed March 2, 2015</p>	<p>Reviewed and Approved by Supervisor _____</p> <p>Regional Director  _____</p> <p>Director _____</p>	
<p>NOTE: Copies of this approved job description to be provided via email to immediate supervisor, regional director, and Assistant Director, Operations.</p>		