

**CSU Extension Job Description Template**

Employee Name Kurt M. Jones	Supervisor's Name Joel C. Plath
Primary County/Area of Responsibility (home base) Chaffee/Park Counties	Title of position (check all that apply),  <input type="checkbox"/> Program Associate <input checked="" type="checkbox"/> Extension Agent <input type="checkbox"/> Area Extension Agent <input type="checkbox"/> Regional Specialist <input type="checkbox"/> Other _____  <input checked="" type="checkbox"/> with County Director responsibilities <input type="checkbox"/> with Area Director Responsibilities  Chaffee/Park County Director (Clean Energy/Natural Resources/Horticulture)
Program Area(s) of Responsibility: (check all that apply) <input type="checkbox"/> Family and Consumer Science <input type="checkbox"/> Agriculture <input type="checkbox"/> Horticulture <input checked="" type="checkbox"/> Natural Resources <input checked="" type="checkbox"/> 4-H Youth Development <input type="checkbox"/> Sustainable Community Development  Emphasis area (ie. Nutrition, Agronomy) Natural Resources & Clean Energy	
Multi County Cluster (list counties) Mountain Counties Cluster--Chaffee, Fremont, Park and Teller Counties	
Program Area(s) of Responsibility within Cluster Natural Resources—Water Quality, Environmental Horticulture, Small Acreage CESIT—Clean Energy Community Development	
Position Summary (brief statement of the overall function and purpose of the position)  To provide leadership, guidance, direction and implementation of Extension programs in Chaffee and Park Counties. This includes serving as a knowledge resource person in natural resources, agriculture, horticulture, community development and 4-H youth development.	
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.)	% of Time
<ul style="list-style-type: none"> <li>● Provide leadership to the Clean Energy Strategic Initiative Team (CESIT), Solar group to plan, develop, implement, evaluate and report programming efforts on a state-wide basis <ul style="list-style-type: none"> <li>○ Recruit, train and support programming efforts of team membership</li> <li>○ Serve as a knowledge resource person in the area of solar energy (photovoltaics primarily, with some solar thermal)</li> <li>○ Coordinate development of materials for solar energy website on CSU Extension website</li> <li>○ Write fact sheets and develop other materials as appropriate for use by CSU Extension.</li> <li>○ Develop and deliver solar educational programs within the county cluster and state</li> </ul> </li> </ul>	30%
<ul style="list-style-type: none"> <li>● Maintain and grow the environmental horticulture program in Chaffee County (Park County), including supervision of the Colorado Master Gardener program <ul style="list-style-type: none"> <li>○ Identify, recruit, train, supervise, reward and evaluate the volunteers serving as Colorado Master Gardeners (CMG)</li> <li>○ Assist with teaching CMG courses and facilitate distance education classes as appropriate</li> <li>○ Teach and facilitate home horticulture classes for CMG continuing education and general public knowledge; assist CMG's with diagnostic services</li> <li>○ Write weekly gardening column in local newspaper; assist with radio programs as</li> </ul> </li> </ul>	25%

<ul style="list-style-type: none"> <li>○ appropriate <ul style="list-style-type: none"> <li>○ Expand CMG program into Park County as appropriate and if feasible with Park County IT.</li> </ul> </li> <li>● Develop, implement, evaluate and report on impacts for the Small Acreage/Natural Resource program in Chaffee &amp; Park Counties <ul style="list-style-type: none"> <li>○ Continue work on water quality (individual wells/septic system maintenance) programming in Mountain Counties Cluster</li> <li>○ Work with neighboring extension agents to provide programming for small acreage audiences.</li> <li>○ Conduct radon awareness and abatement program, primarily in Chaffee and Park counties; offer distance education classes to remainder of cluster and state (pending continued external funding)</li> </ul> </li> <li>● Support 4-H youth development program in Chaffee and Park Counties <ul style="list-style-type: none"> <li>○ Work with Chaffee County extension agent and Park County program assistant to provide program direction, evaluation and reporting of traditional program</li> <li>○ Screen, appoint and train 4-H leaders in Park County; assist program assistant in recruiting and further developing leaders</li> <li>○ Assist with 4-H activities as appropriate</li> <li>○ Serve on state shooting sports leadership team and assist with activities as appropriate</li> </ul> </li> <li>● Maintain support for CSU Extension in Chaffee and Park Counties through County Director role <ul style="list-style-type: none"> <li>○ Work closely with both BOCC, advisory groups, and local, state and federal agencies in determining programming needs and direction</li> <li>○ Prepare and administer two county-appropriated budgets; administer two non-appropriated checking accounts</li> <li>○ Supervise 1 extension agent, 1 program assistant, and 1 office administrator</li> <li>○ Contribute to garnering external funding—grants, contracts, user fees, gifts</li> <li>○ Assure compliance with civil rights and affirmative action policies including reaching out to underserved and under-represented audiences</li> </ul> </li> </ul>	<p>15%</p> <p>10%</p> <p>20%</p>
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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)

The Mountain Counties Cluster enjoys high speed internet throughout the counties (somewhat limited in Park County) and has conferencing equipment in 3 counties (excluding Park). The cluster also enjoys good tenure of extension personnel throughout (moderate turn-over in Teller County), and good support from BOCC throughout. As the name implies, this cluster encompasses the south-central mountains of Colorado, and travel can be treacherous during inclement weather. This cluster also has a history of working together on a variety of programming areas, but primarily in small acreage and agricultural programs, with some 4-H and FCS cross-county programming.

NOTE: Copies of this approved job description to be provided via email to immediate supervisor, regional director, and Assistant Director , Operations.