



AgriLIFE EXTENSION
Texas A&M System
EXTENSION PROGRAM ASSISTANT

POSITION CLOSING DATE AUGUST 7, 2009

MAJOR FUNCTION

This is an entry level position responsible for supporting the training and coordination of an assigned program of the County Extension Service. Such program areas include, but are not necessarily limited to, horticulture, 4-H, livestock and family and consumer science. Employees in this classification are responsible for providing administrative support for staff, and responding to citizens seeking information about extension programs. Employees perform essential functions as outlined herein according to assignment area.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

Assists in the coordination of the training portion of the program area of assignment.

Assists with monitoring the work of the volunteers for accuracy, customer service, and attitude, recognizing accomplishments of volunteers.

Assists with the coordination of the educational outreach activities of the assigned program area.

Assists with the preparation of newspapers articles and related written program information specific to the assigned area.

Communicates with community groups, interested citizens, clubs, civic organizations, and related groups interested in education and development relevant to the program assignment area.

Has a working knowledge of MS Word, Publisher, Power Point and willing to learn extension related management programs.

SECONDARY FUNCTIONS

performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, the Master Gardener audience, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibilities.

EDUCATION, EXPERIENCE

Education and Experience.

Bachelor Science Degree from an accredited college or university.

Preferred Experience

Bachelor Science Degree with emphasis in Youth Development or Education. Two years related experience or training in the program area of assignment, or equivalent combination of education and experience.

Licenses.

Possession of a valid Texas Driver License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

Language Skills

Ability to write reports, business correspondence, and teaching plans.

Ability to effectively present information and respond to questions from groups of clients, customers, and the general public.

Problem Solving Ability

Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

Study manual work process to determine most effective methods for essential tasks.

Specialized Skills and Abilities

Ability to recruit, motivate, maintain, and supervise volunteer work teams.

Ability to work self-directed and make independent decisions.

Ability to remain calm in stressful situations.

Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

The employee in this position will use computers, digital cameras, projection equipment, and various gardening tools to accomplish tasks.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to work in wet or humid conditions and to be exposed to toxic or caustic chemicals and outdoor weather conditions. The typical noise level for this environment is moderate.

**TO APPLY CONTACT:
TEXAS AGRILIFE EXTENSION SERVICE, LEON COUNTY
TOMMY NEYLAND
903.536.2531**

ALL APPLICANTS MUST SUBMIT A COMPLETED APPLICATION AND RESUME