**County Extension Director (CED) Expectations**

**County Extension Directors are expected to provide leadership and management of the county office. This document outlines the basic leadership and management expectations for the CED position.**

**LEADERSHIP:**

* Promotes the vision and mission of Purdue Extension to all internal and external audiences including staff at the county and campus level, Extension advocacy groups (PCARET, Extension Board, advisory councils), volunteers, community partners, elected officials, etc. Demonstrates support and positive relationships within the university and represents Purdue University in a positive manner.
* Builds teamwork and positive relationships for all internal and external audiences including staff at the county and campus level, Extension advocacy groups (PCARET, Extension Board, advisory councils), volunteers, community partners, elected officials, etc. through open, transparent communication and relationship building efforts.
* Participates in and promotes opportunities for expanding leadership development capabilities for staff.

**ADMINISTRATIVE MANAGEMENT:**

* Serves as department head for county government by administering and adhering to Purdue Extension and county operating policies and procedures that are available in the CES Handbook <https://extension.purdue.edu/hub/ces-handbook/> and in your county’s employee handbook.
* Assures annual compliance with EEO, AA, Civil Rights, and appropriate employment laws and policies by maintaining appropriate files and promoting annual trainings. Contact your area EEO coordinator (the educators on the “Equal Employment Opportunity” poster) for more information.

**OFFICE MANAGEMENT:**

* Effectively communicates with staff and administration through regular monthly office conference, distribution of minutes with the District Director, and providing regular feedback on monthly communiques from educators.
* Fosters a team-oriented office environment through authentic, transparent communication that solicits advice from staff and others in decision-making processes, including annual budget development.

**FISCAL MANAGEMENT:**

* Secures funding to support county efforts through county contractual services and support for fee-based programming and grantsmanship by educators.
* Involves staff and Extension Board in budget development and procurement.
* Maintains accurate financial records through monthly oversight of Campus County, Ed Funds, and County Appropriations and surprise cash counting of petty cash 2x annually.

**PERSONNEL MANAGEMENT:**

* Coordinates employment process at county level.
* Leads orientation/on-boarding of new staff through office introductions, office equipment, professional development opportunities and introductions to the community.
* Mentors all staff by providing monthly feedback with educators, discussing professional development opportunities, and providing feedback on annual evaluations with support staff.

**PROGRAM MANAGEMENT:**

* Assists educators as they assess local/regional/state needs, develop, deliver, and evaluate and report on Extension programs, and celebrate success.
* Provides leadership in development and function of program advisory councils and extension boards by helping identify, cultivate, recruit, orient, engage, educate, rotate, and celebrate these volunteers.
* Coordinates the development and implementation of a highly visible county public relations strategy through annual reports, the county Extension website, the annual extension board meeting, local newspapers and participating in community meetings/events, especially those with our community/agency partners.

CED Goals

Leadership

Goal: To promote teamwork and positive relationships among all staff and collaborating partners

Administrative Management

Goal 1: To comply with policy concerning EEO, AA, and Civil Rights

Goal 2: To be accountable for all fiscal, personnel, programmatic and reporting policy

Office Management

Goal: To ensure the county office is adequately staffed and equipped

Fiscal Management

Goal: Adhere to all county and Purdue business office policies and fiscal guidelines

Personnel Management

Goal: Conduct office staff performance appraisals and training for new staff

Program Management

Goal: Provide leadership in accountability with Extension Board, PCARET and other boards of relevance

Public Relations and Marketing

Goal: To achieve a high degree of visibility within the community and foster local relationships