

Appendix A-2: Characteristics of Agent Position

Responsibilities and requirements listed at lower levels are applicable to each subsequently higher level.

Title/Rank	Extension Agent 1 Level 12	Extension Agent II Level 13	Extension Agent III Level 14	Extension Agent IV Level 15
Qualifications	<p>Bachelor's degree in subject matter related to the specific position and two years of program-related experience.</p> <p>Knowledge of Extension and youth and/or adult education methods required.</p> <p>Good organizational, management and human relations skills.</p> <p>Good written communication and public speaking skills are required.</p> <p>Demonstrated leadership ability.</p> <p>Basic computer skills including, but not limited to, word processing and electronic mail.</p>	<p>Bachelor's degree, Master's preferred, in subject matter related to the specific position and three years of program-related experience.</p> <p>Knowledge of Extension and youth and/or adult education methods required.</p> <p>Excellent organizational, management and human relations skills.</p> <p>Good written communication and public speaking skills are required.</p> <p>Must have demonstrated leadership ability and public relations skills.</p> <p>Intermediate computer skills including, but not limited to, word processing and electronic mail</p>	<p>Bachelor's degree, Master's preferred, and four years of experience in subject matter related to specific position. Extension experience preferred.</p> <p>Excellent communication, public relations and interpersonal skills.</p> <p>Must demonstrate the ability to effectively motivate and teach on an individual/group basis with a variety of audiences and educational levels.</p> <p>Must have evidence of service to the University, professional associations, organizations, agencies and public or private groups.</p> <p>Must exhibit the ability to work with and lead other professionals in issue programming.</p> <p>Intermediate computer skills and familiarity with use of appropriate software package required.</p>	<p>Bachelor's degree, Master's preferred, and five years of experience in subject matter related to specific position. Extension experience essential.</p> <p>Excellent communication, public relation, facilitation and interpersonal skills and must demonstrate outstanding effectiveness as a teacher, as evaluated by clientele and peers.</p> <p>Must exhibit distinguished achievement in creative program development.</p> <p>Must have evidence of service to the University, professional associations, organizations, agencies and public or private groups.</p> <p>Must exhibit the ability to work and lead other professionals in issue programming.</p> <p>Must have attained local, state and regional reputation for Extension educational programs.</p>

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				<p>Must apply knowledge of the county, local resources, research trends, clientele and community needs to Extension programming.</p> <p>Advanced computer skills and familiarity with use of appropriate software package required. .</p>
Extension Teaching/Resident Instruction	<p>Plan, adopt and/or facilitate educational programs with moderate supervision.</p> <p>Use appropriate delivery methods to teach clientele new practices, procedures, and skills based on the latest research findings.</p> <p>Coordinate educational efforts with public and private agencies, organizations, and community leaders.</p> <p>Prepare marketing materials and strategies for promotion of Extension programs.</p>	<p>Identify critical issues that are of concern to county/area residents.</p> <p>Plan, develop, execute and administer educational programs to help residents address and resolve issues.</p> <p>Employ a variety of delivery methods to help clientele learn to adopt practices, procedures, and skills based on the latest research findings at the county/state level.</p> <p>Prepare marketing materials and strategies for promotion of Extension programs.</p>	<p>Identify and analyze critical issues of concern to county/state/area residents.</p> <p>Develop and administer innovative and effective educational approaches to help the residents of the state/county develop plans to address identified issues.</p> <p>Manage effective educational programs that help clientele acquire knowledge and develop skills and attitudes/practices to improve their lives.</p> <p>Prepare marketing materials and strategies for promotion of Extension programs.</p>	<p>Identify, analyze, and provide leadership for addressing critical issues of concern to county/state/area residents.</p> <p>Develop and administer innovative and effective educational approaches to help the residents of the state/county develop plans to address identified issues.</p> <p>Manage effective educational programs that help clientele acquire knowledge and develop skills and attitudes/practices to improve their lives.</p> <p>Prepare marketing materials and strategies for promotion of Extension programs.</p>
Scholarship Activity	Evaluate and report program	Evaluate and report program	Keep abreast of new	Keep abreast of new

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& Professional Growth	<p>impacts related to the Plan of Work as required by the funding source.</p> <p>Develop and maintain professional competence through participation in educational meetings, seminars, and workshops.</p> <p>Obtain special certification as required.</p>	<p>impacts related to the Plan of Work as required by the funding source.</p> <p>Develop and maintain professional competence through participation in educational meetings, seminars, and workshops locally and state-wide.</p> <p>Plan, direct and conduct needed field or community demonstrations/meetings.</p> <p>Obtain special certification as required.</p>	<p>technology-related advancements as they relate to area of expertise.</p> <p>Identify and report significant programs and impact through appropriate evaluations.</p> <p>Plan, direct and conduct needed field or community demonstrations/meetings.</p> <p>Identify topic needs for curriculum and/or fact sheet development.</p> <p>Maintain professional competence through participation in educational meetings, seminars, and workshops, locally, statewide or regionally.</p> <p>Obtain special certification as required.</p>	<p>technology-related advancements as they relate to area of expertise.</p> <p>Evaluate and report significant program impacts as related to Plan of Work.</p> <p>Serve as a recognized state, regional or national resource, and/or present programs or papers at regional or national meetings.</p> <p>May conduct or cooperate on applied research and publish/co-author results in appropriate Extension publications.</p> <p>May develop curriculum in area of expertise.</p> <p>May have leadership responsibility in multi-county, regional or national projects, programs and/or organizations.</p> <p>Maintain professional competence through participation in educational meetings, seminars, and</p>

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				workshops, locally, statewide, regionally or nationally. Obtain special certification as required.
Service and Supervision	<p>Serve on county Extension committees.</p> <p>Communicate and work with county advisory committee for program area.</p> <p>Serve on county committees with public and private agencies, local and professional organizations and community leaders.</p> <p>Serve as a recognized county/local resource for program area.</p> <p>Work with supervisor to identify, recruit, interview, select, train and supervise volunteers.</p> <p>Financially responsible for managing allocated budget.</p> <p>Develop working relationship with media.</p>	<p>Serve on county and state Extension committees.</p> <p>Communicate and work with county advisory committee for program area.</p> <p>Serve on county or state committees with public and private agencies, local and professional organizations and community leaders.</p> <p>Serve as a recognized county/local resource for program area.</p> <p>Identify, recruit, interview, select, train and supervise volunteer leaders and /or staff.</p> <p>Financially responsible for managing allocated budget.</p> <p>Develop working relationship with media.</p>	<p>Serve on county and state Extension committees. May serve on regional committees.</p> <p>Communicate and work with county advisory committee for program area.</p> <p>Develop and manage volunteer leaders/ staff to assist in program delivery.</p> <p>Serve as a recognized state and regional resource for knowledge related to area of expertise.</p> <p>Continue to develop own professional expertise.</p> <p>Develop working relationship with media.</p> <p>May secure external funding for program expansion, provide for supervision of personnel, and manage funds.</p>	<p>Serve on county and-state Extension committees. May serve on regional or national committees.</p> <p>Communicate and work with county advisory committee for program area.</p> <p>Communicate research needs to Extension specialists.</p> <p>May advise industry personnel, government officials and individuals on alternative solutions.</p> <p>Lead educational efforts with public and private agencies, organizations, and community opinion leaders.</p> <p>Supervise volunteer leaders, grant and other staff who assist in program delivery.</p> <p>Financially responsible for</p>

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			<p>Serve as mentor to less experienced agent or associate.</p> <p>Financially responsible for managing allocated budget.</p> <p>Develop working relationship with media.</p>	<p>managing allocated budget.</p> <p>Serve as a mentor or instructor for less experienced staff.</p>
Special Requirements	<p>Develop knowledge of state and/or federal laws and regulations, as pertinent.</p> <p>Positions may require a valid driver's license and/or private reliable means of transportation.</p> <p>Position may require a criminal background check.</p> <p>Must comply with state or federal codes relevant to position.</p> <p>Work may involve restricted use pesticides or knowledge thereof.</p>	<p>Develop knowledge of state and/or federal laws and regulations, as pertinent.</p> <p>Positions may require a valid driver's license and/or private reliable means of transportation.</p> <p>Position may require a criminal background check.</p> <p>Must comply with state or federal codes relevant to position.</p> <p>Work may involve restricted use pesticides or knowledge thereof.</p>	<p>Develop knowledge of state and/or federal laws and regulations, as pertinent.</p> <p>Positions may require a valid driver's license and/or private reliable means of transportation.</p> <p>Position may require a criminal background check.</p> <p>Must comply with state or federal codes relevant to position.</p> <p>Work may involve restricted use pesticides or knowledge thereof.</p>	<p>Develop knowledge of state and/or federal laws and regulations, as pertinent.</p> <p>Positions may require a valid driver's license and/or private reliable means of transportation.</p> <p>Position may require a criminal background check.</p> <p>Must comply with state or federal codes relevant to position.</p> <p>Work may involve restricted use pesticides or knowledge thereof.</p>
Other Requirements	Ability to communicate with individuals of diverse	Ability to communicate with individuals of diverse	Ability to communicate with individuals of diverse	Ability to communicate with individuals of diverse

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	Level 12	Level 13	Level 14	Level 15
	<p>backgrounds ranging from academia to the general public.</p> <p>Responsibilities include following Affirmative Action and Equal Opportunity guidelines to insure equal access to Extension programs.</p>	<p>backgrounds ranging from academia to the general public.</p> <p>Responsibilities include following Affirmative Action and Equal Opportunity guidelines to insure equal access to Extension programs.</p>	<p>backgrounds ranging from academia to the general public.</p> <p>Responsibilities include following Affirmative Action and Equal Opportunity guidelines to insure equal access to Extension programs.</p>	<p>backgrounds ranging from academia to the general public.</p> <p>Responsibilities include following Affirmative Action and Equal Opportunity guidelines to insure equal access to Extension programs.</p>