

Appendix A-3: Characteristics of Specialist Position

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

Title/Rank	Extension Specialist I	Extension Specialist II	Extension Specialist III	Extension Specialist IV
	Level 14	Level 15	Level 16	Level 17
Qualifications	<p>Master's degree and four years experience in subject matter or Doctorate (preferred), in subject matter related to the specific position.</p> <p>Good oral and written communication skills. Good organizational skills and good personal and public relations skills are required.</p> <p>Good leadership skills are desired.</p> <p>The potential to integrate research findings to develop educational materials and to solve problems is desirable.</p> <p>Basic computer skills and knowledge including, but not limited to, word processing and electronic mail are required.</p>	<p>Master's degree, Doctorate preferred, in subject matter related to the specific position and five years of Extension teaching, research or related experience.</p> <p>Demonstrated oral and written communication skills. Demonstrated organizational skills and good personal and public relations skills are required.</p> <p>Good leadership skills.</p> <p>Ability to integrate research findings to develop educational materials and to solve problems is desirable.</p> <p>Intermediate computer skills and knowledge including, but not limited to, word processing, electronic mail and data analysis are required.</p>	<p>Master's degree, Doctorate preferred, in subject matter related to the specific position and eight years of Extension teaching, research or related experience.</p> <p>Excellent oral and written communication skills. Excellent organizational skills and good personal and public relations skills are required.</p> <p>Good leadership skills.</p> <p>Ability to integrate research findings to develop educational materials and to solve problems.</p> <p>Advanced computer skills and knowledge including, but not limited to, word processing, electronic mail and data analysis are required.</p>	<p>Master's degree, Doctorate preferred, in subject matter related to the specific position and ten years of Extension teaching, research or related experience.</p> <p>Excellent oral and written communication skills. Excellent organizational skills and good personal and public relations skills are required.</p> <p>Good leadership skills.</p> <p>Ability to integrate research findings to develop educational materials and to solve problems.</p> <p>Advanced computer skills and knowledge including, but not limited to, word processing, electronic mail and data analysis are required.</p>
Extension Teaching/Resident Instruction	<p>Conduct educational programs.</p> <p>Assist Extension agents with program planning and implementation.</p>	<p>Conduct educational programs and adapt supporting materials.</p> <p>Assist Extension agents with program planning and</p>	<p>Conduct educational programs and develop supporting materials for state and region.</p> <p>Assist Extension agents with program planning and</p>	<p>Conduct educational programs and develop supporting materials for state, region or nation.</p> <p>Assist Extension agents with</p>

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		<p>implementation. Conduct evaluations of these programs, when appropriate.</p> <p>Advise students and/or teach University classes, if appropriate, to support the College and Extension's goals, issues, and direction.–</p>	<p>implementation. Conduct evaluations of these programs, when appropriate.</p> <p>Advise students and/or teach University classes, if appropriate, to support the College and Extension's goals, issues, and direction.</p>	<p>program planning and implementation. Conduct evaluations of these programs, when appropriate.</p> <p>Advise students and/or teach University classes, if appropriate, to support the College and Extension's goals, issues, and direction.</p>
<p>Scholarship Activity & Professional Growth</p>	<p>Serving as a team member, work with county and state professionals to develop subject matter programs.</p> <p>Identify issue areas needing specialized applied research, demonstrations, or programs for statewide and/or regional situations.</p> <p>Serve as a liaison between county and college departments through regular interaction with county, state and college professionals and faculty.</p> <p>Continue to develop professional expertise in area of study.</p> <p>Advise University research</p>	<p>Serving as a team member, work with county and state professionals to adapt, develop or write educational material and/or news articles addressing local and state needs.</p> <p>Plan and execute research in issue areas needing specialized applied research, demonstrations, or programs for statewide and regional situations.</p> <p>Serve as a liaison between county and college departments through regular interaction with county, state and college professionals and faculty.</p> <p>Continue to develop</p>	<p>Serving as a team member, work with county and state professionals to develop and write educational material, research articles, and/or news articles addressing local and state needs.</p> <p>Plan and execute and publish research in issue areas needing specialized applied research, demonstrations, or programs for statewide and regional situations.</p> <p>Serve as a liaison between county and college departments through regular interaction with county, state and college professionals and faculty.</p> <p>Continue to develop</p>	<p>Serving as a team member, work with county and state professionals to develop and write educational material, research articles, and/or news articles addressing local and state needs.</p> <p>Plan and execute and publish research in issue areas needing specialized applied research, demonstrations, or programs for statewide, regional, and/or national situations.</p> <p>Present referred and non-referred research regionally or nationally.</p> <p>Serve as a liaison between county and college departments through regular</p>

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	<p>personnel of the research needs of Extension agents, industry personnel, government officials, Delaware residents and others.</p>	<p>professional expertise in area of study. Provide primarily statewide leadership.</p> <p>Advise University research personnel of the research needs of Extension agents, industry personnel, government officials, Delaware residents and others.</p> <p>Plan and execute demonstrations and applied research. Interpret and communicate the latest findings. Educate and assist the target audiences in adopting research-based information to achieve solutions to complex problems.</p>	<p>professional expertise in area of study. Leadership extends to regional areas of study.</p> <p>Advise University research personnel of the research needs of Extension agents, industry personnel, government officials, Delaware residents and others.</p> <p>Plan and execute demonstrations and applied research. Interpret, communicate and publish the latest findings. Educate and assist the target audiences in adopting research-based information to achieve solutions to complex problems.</p>	<p>interaction with county, state and college professionals and faculty.</p> <p>Continue to develop professional expertise in your area of study. Leadership may extend to national areas of study.</p> <p>Advise University research personnel of the research needs of Extension agents, industry personnel, government officials, Delaware residents and others.</p> <p>Plan and execute demonstrations and applied research. Interpret, communicate and publish the latest findings. Educate and assist the target audiences in adopting research-based information to achieve solutions to complex problems.</p>
Service and Supervision	<p>Serve on local or state committees.</p> <p>Manage volunteer leaders, grant and other staff who assist in program delivery.</p>	<p>Serve on local or state or regional committees.</p> <p>Manage volunteer leaders, grant and other staff who assist in program delivery.</p>	<p>Serve on local or state or regional or national committees.</p> <p>Manage volunteer leaders, grant and other staff who assist in program delivery.</p>	<p>Serve on local or state or regional or national committees.</p> <p>Manage volunteer leaders, grant and other staff who assist in program delivery.</p>

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	Financially responsible for managing allocated budget.	Financially responsible for managing allocated budget. May serve as mentor to less experienced staff.	Financially responsible for managing allocated budget. May serve as mentor to less experienced staff.	Financially responsible for managing allocated budget. May serve as mentor to less experienced staff.
Special Requirements	Prepare grant proposals for funding of educational programs and applied research projects. Projects primarily impact counties or state. Additional certification may be required. Position may require a valid driver's license and/or private reliable means of transportation. Position may require a criminal background check. Must comply with state or federal codes relevant to position. Work may involve restricted use pesticides.	Prepare grant proposals for funding of educational programs and applied research projects. Projects primarily impact counties and state. Additional certification may be required. Position may require a valid driver's license and/or private reliable means of transportation. Position may require a criminal background check. Must comply with state or federal codes relevant to position. Work may involve restricted use pesticides.	Prepare grant proposals for funding of educational programs and applied research projects. Projects impact counties, state and region. Additional certification may be required. Position may require a valid driver's license and/or private reliable means of transportation. Position may require a criminal background check. Must comply with state or federal codes relevant to position. Work may involve restricted use pesticides.	Prepare grant proposals for funding of educational programs and applied research projects. Projects impact counties, state, region, and/or nation. Additional certification may be required. Position may require a valid driver's license and/or private reliable means of transportation. Position may require a criminal background check. Must comply with state or federal codes relevant to position. Work may involve restricted use pesticides.
Other Requirements	Ability to communicate with individuals of diverse backgrounds ranging from	Ability to communicate with individuals of diverse backgrounds ranging from	Ability to communicate with individuals of diverse backgrounds ranging from	Ability to communicate with individuals of diverse backgrounds ranging from

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	<p>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>Prepare reports on program effectiveness for the University, state, and federal officials and other decision-makers.</p>	<p>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>Prepare reports on program effectiveness for the University, state, and federal officials and other decision-makers.</p>	<p>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>Prepare reports on program effectiveness for the University, state, and federal officials and other decision-makers.</p>	<p>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>Prepare reports on program effectiveness for the University, state, and federal officials and other decision-makers.</p>