



COLORADO STATE UNIVERSITY EXTENSION

Job Vacancy #13-21 **Extension Director** **Adams County, Brighton, Colorado**

We are committed to increasing the diversity of our staff and providing culturally responsive programs and services. Therefore, we encourage responses from people of all backgrounds and abilities. We invite you to review [Colorado State University's Principles of Community](#) that guide our mission and vision of access, teaching, service and engagement.

Adams County offers the best of urban, suburban and rural life – vibrant cities, quiet towns, miles of trails, and a variety of recreational opportunities. Located in the Denver metro area, Adams is the state's 5th largest county serving a population of more than 491,000 residents. Adams County is a fast-growing county, and home to the cities of Arvada, Aurora, Brighton, Commerce City, Federal Heights, Northglenn, Thornton, Westminster, the town of Bennett and unincorporated communities of Henderson, Strasburg, and Watkins. The geographical area of the county is 18 miles by 72 miles. The eastern half of the county is agricultural; primarily cattle and dry land wheat production. Most the county's population lives in the western half of the county. The urban rural interface is home to numerous 2 to 40 acre parcels and small farms. The median household income is \$71,202. There is a commitment to preserving agriculture, its heritage, and open space in an urbanizing county. Adams County offers a variety of attractive residential choices, excellent schools, parks, greenbelts and trail systems, recreation, cultural opportunities, and an inviting quality of life. The county seat is Brighton and the Extension office is in Henderson on the Adams County Regional Park grounds. The Adams County Extension office team currently includes: a county director; five agents (4-H youth development, 4-H livestock, 4-H school enrichment and after school, horticulture and family and consumer science); a small acreage coordinator and a horticulture technician/Master Gardener coordinator. To learn more, visit the Adams County website at <https://www.adcogov.org/> or the Adams County Extension website at <http://adams.colostate.edu/>. To learn more about CSU Extension, visit <https://extension.colostate.edu/>.

APPLICATION PROCESS AND DEADLINE: For full consideration, all materials must be RECEIVED no later than 11:59 PM Mountain Time on Tuesday, June 1, 2021. Please submit the following to <https://jobs.colostate.edu> to apply:

- Resume
- Cover letter
- Transcript of college(s) course work **showing degrees conferred**. Please remove all references to birth date or social security number.
- Special Required Documentation - Statement (no more than 5 pages) of how you meet all applicable "Required" and "Preferred" Job Qualifications. Please respond to each bullet point separately.

All applicants will be contacted approximately 15 working days after the deadline regarding their status. Next steps and interview dates will be shared to those moving forward. Four professional references will be requested of applicants that advance in the interview process.

For questions regarding the application process, contact the Office of Equal Opportunity at (970) 491-5836 or email oeo@colostate.edu. For questions regarding the job vacancy, responsibilities, and salary, please contact Kerri Rollins at (970) 498-6004 or Kerri.Rollins@colostate.edu.

PURPOSE OF POSITION

Colorado State University Extension and Adams County are seeking a proven leader with the experience and skills to lead a diverse, self-directed and high-functioning staff in the strategic delivery of quality educational programs and services attuned to Adams County. The person will have a proven track record of success managing administrative functions including budget, personnel, programming, day-to-day office operations and fostering both internal and external collaboration and teamwork. The director will also be an effective communicator with the experience and skills to engage with a variety of people and groups verbally, in writing, through presentations, collaborative projects and educational programming. This person will develop and support programs and relationships that allow both the county and the university to recognize and work together to address local needs, share information, provide education, and/or conduct research to benefit residents. The position will facilitate interactions, create environments where participants feel included, work to build communities and relationships and positively represent both CSU Extension and the county to internal and external stakeholders. This individual will promote, represent, and build connections for Extension in Adams County and support staff and stakeholders in doing the same.

The Adams County Extension director is a local representative of Colorado State University and works under the supervision of the Front Range Region director. Adams County Extension operates as a division in the Adams County Parks, Open Space and Cultural Arts department, and, as such, this person will work closely, and be accountable to, their director as the County Liaison. Responsibilities of the Extension director's position are similar to those of the head of an administrative unit. In addition to administration, the individual will provide broad support to educational programming in areas of value to the county individually and/or in cooperation with other Extension staff.

ESSENTIAL JOB DUTIES

Administration and Supervision: 40%

- Prepare and manage a significant budget (\$650,000) including support for cost recovery and revenue generation.
- Promote engagement with diverse audiences and assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences.
- Lead and support staff, as appropriate, in securing grants, contracts and in-kind resources to support county and area-wide educational programs that meet community needs.
- Inspire, support, coach, provide development opportunities and formal evaluations for staff including performance feedback and accountability measures.
- Promote and represent Extension and Extension programming throughout the community and within Adams County government; engage staff to do the same.
- Provide administrative and program leadership for strategic delivery of Extension educational programs in Adams County; collaborate and support programming efforts that reach across county lines.
- Build and innovate an environment of teamwork and collaboration within the office, in the county as well as with external partners; provide and facilitate opportunities and conversations, manage conflict and support engaged work.

Note: % of job assigned to this duty may be changed as the program develops.

Program Planning, Development, Delivery and Reporting: 30%

- Cooperatively or individually facilitate delivery of non-credit, research-based educational programming to address community and multi-county needs; evaluate efforts and report educational outcomes. Support staff in the development and delivery of valued programming.
- Engage with Extension specialists and agents through work teams to develop and deliver educational programming and/or coordinate or conduct research that addresses needs locally, across multiple counties, and throughout the state.

Note: % of job assigned to this duty may be changed as the program develops.

Initiate and Develop Relationships and Partnerships: 20%

- Develop strong working relationships with internal and external stakeholders including but not limited to county commissioners, Adams County Parks, Open Space & Cultural Arts administrative team as well as other Adams County departments and staff, fair and advisory boards/committees, local businesses and educational institutions, area non-profits, and other governmental agencies.
- Facilitate communications and working relationships with Colorado State University administrators, departments and agencies, university-based specialists and support personnel to enhance programming.
- Continually assess local conditions, identify priority needs, and set program direction.
- Recognize and act upon opportunities to build relationships and connect community and university resources to achieve desired outcomes.
- Assist the Office of Emergency Management in Adams County on their goals and objectives in times of need.
- Assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences.

Note: % of job assigned to this duty may be changed as the program develops.

Volunteer Recruitment and Management: 10%

- Support staff in the development and on-going implementation of volunteer programs including program development, risk management, conflict management, issue resolution and support for training and recognition.
- Manage and support open class county fair superintendents.

Note: % of job assigned to this duty may be changed as the program develops.

SALARY: The salary range for this position is \$45,000 - \$72,000. Starting salary will be commensurate with education and experience.

REQUIRED JOB QUALIFICATIONS:

- Completed master's degree; the degree must be completed before starting the position.
- One degree may be in a variety of disciplines, including horticulture, agricultural sciences, community development, Extension education, youth development, social sciences, natural resources, family and consumer sciences or related degree that can significantly contribute to administrative and/or program responsibilities.

- Professional experience managing and leading a complex office, including demonstrated ability to:
 - Develop and manage a significant budget;
 - Support and manage staff including selection, supervision, accountability, motivation and creation of an office environment that is both inclusive and innovative;
 - Establish day-to-day operating procedures and policies that promote effective and efficient delivery of product and services;
 - Develop working relationships with peers, staff, other departments and agencies, and the public that are effective, and inspire loyalty, excellence and integrity.
- Demonstrated commitment to and success in working with diverse youth and adult audiences; this may include but is not limited to persistent effort, intentional programming, community engagement.
- Demonstrated skill working with people as individuals and in groups; ability to forge equitable and successful partnerships with other professionals and organizations and to manage both internal and external conflict.
- Ability to communicate through teaching, public speaking/presentation and writing as demonstrated through application materials and experience.
- Demonstrated use of technology in managing office functions, fiscal procedures, and educational programs including identifying audience needs, and program development, promotion, delivery, and evaluation.
- Evidence of drive and initiative. Must be a self-starter.
- Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.

PREFERRED JOB QUALIFICATIONS:

- Experience in volunteer management.
- Demonstrated experience in contracting, grantsmanship or cost recovery efforts.
- Bilingual and biliterate in English and Spanish.

BENEFITS: Colorado State University is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Visit CSU's Human Resources website for detailed benefit plan information for permanent full-time and part-time faculty and administrative professional employees in the following University benefit areas. <https://hr.colostate.edu/wp-content/uploads/sites/25/2021/01/benefits-summary-afap.pdf>.

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The [Office of Equal Opportunity](#) is located in 101 Student Services.

The Acting Title IX Coordinator is the Vice President for Equity, Equal Opportunity and Title IX, 123 Student Services Building, Fort Collins, CO. 80523-0160, (970) 491-1715, titleix@colostate.edu.

The Section 504 and ADA Coordinator is the Vice President for Equity, Equal Opportunity, and Title IX, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

BACKGROUND CHECK: Colorado State University strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.

Application process and additional information may be obtained at <http://jobs.colostate.edu/postings/86618>