



# COLORADO STATE UNIVERSITY EXTENSION

## **Job Vacancy #16-21** **Extension Director** **Weld County, Greeley, CO**

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.

Weld County is in north-central Colorado and incorporates both the rural and agricultural eastern plains and the growing urban Front Range. County residents enjoy elements of both this rural and urban lifestyle. Weld County consistently ranks as the top agricultural producing county in Colorado and among the top ten agricultural counties in the nation. Weld County is recognized as one of the most fiscally healthy and effective local governments in the United States. The county is home to 314,305 residents, 107,348 of whom live in Greeley, the county seat and location of the Extension office. Weld is also one of the fastest-growing counties in Colorado and projected to reach 453,000 residents by 2030. Weld County's population spans all socioeconomic groups, with 7% of residents living at or below the poverty level. Greeley is home to the University of Northern Colorado and Aims Community College.

Colorado State University Extension (CSUE) and Weld County work cooperatively to provide Extension programming and outreach across the county. CSUE contributes onsite and campus-based expertise, and university and land grant system resources and connections to enhance local programming efforts. Weld County contributes office space, the annual operating budget, staffing, all associated technologies, and support. The Weld County Extension staff currently includes the director; 4-H youth development agent; 4-H/livestock agent; horticulture/agriculture agent; family and consumer science agent; county fair coordinator; 4-H events coordinator; 4-H program associate; Colorado Master Gardener coordinator; three support staff; and various temporary/seasonal employees. To learn more, visit [Weld County Extension](#) or [Colorado State University Extension](#).

**APPLICATION PROCESS AND DEADLINE:** For full consideration, all materials must be **RECEIVED no later than 11:59 PM Mountain Time on Tuesday, July 6, 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](mailto: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](mailto:kerri.rollins@colostate.edu).

### **PURPOSE OF POSITION**

Colorado State University Extension and Weld County seek 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 Weld 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 Weld County and support staff and stakeholders in doing the same. This director works in an environment where differing points of view and

community engagement around relevant issues or practices will require a high level of political awareness.

The Weld County Extension director is a local representative of Colorado State University and works under the supervision of the Front Range Region director. Weld County Extension operates as a department within Weld County government, and as such, this person will work closely and be accountable to the Board of County Commissioners and their commissioner coordinator. Responsibilities of the Extension director's position are similar to those of the head of an administrative unit. In addition to administration, the candidate will provide broad support to educational programming in areas of value to the county individually and/or in cooperation with other Extension staff, including providing assistance to the Board of County Commissioners in their work on the Weld County Fair.

### **ESSENTIAL JOB DUTIES**

#### **Administration and Supervision: 60%**

- Prepare and manage a budget (\$450,000) 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 Weld County government; engage staff to do the same.
- Provide administrative and program leadership for strategic delivery of Extension educational programs in Weld 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, Evaluation and Reporting: 15%**

- Develop, market, deliver, and evaluate non-credit educational programs.
- Work as part of the team to develop, implement, evaluate, and report impacts of county-wide non-credit educational programming.
- Actively participate in one or more program and reporting units to provide expertise for program and information development, delivery, and evaluation efforts statewide.
- Seek out and manage external funding sources to support programming efforts; develop cost-recovery strategies for programs.
- Effectively communicate and coordinate resources, research, and programming with personnel/staff of Colorado State University and other organizations.

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

#### **Initiate and Develop Relationships and Partnerships: 15%**

- Work with advisory committees, community leaders, area agencies, and non-profits to continually assess conditions and develop effective plans of work providing measurable program outcomes.
- Develop relationships with the local industries including agencies, and organizations to continually assess opportunities and needs.
- Develop and maintain a working relationship with the Board of County Commissioners.

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

#### **Volunteer Recruitment, Development and Management: 10%**

- Coordinate Weld Extension Advisory Council meetings and participate in Weld County Fair Board meetings.
- Provide leadership for active, ongoing, adult, and volunteer programs including volunteer recruitment, selection, orientation, education and training, motivation, evaluation, recognition, and support. Prepare volunteers to take on increasing leadership, management, and public education/information delivery roles in support of volunteer programs.

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

**SALARY:** The salary range for this position is \$50,000 - \$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.
- Degree may be in a variety of disciplines, including horticulture, agricultural sciences, animal science, 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.
- Commitment to include diverse voices in program prioritization and planning, and a commitment to developing and delivering both inclusive and targeted programming.
- Demonstrated skill working with people as individuals and in groups; to forge equitable and successful partnerships with other professionals and organizations. Manage and facilitate both internal and external conflict resolution.
- Experience in audience needs identification, educational program development, delivery of programs including technology and program evaluation.
- 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:**

- Demonstrated ability or capacity to work with the mass media.
- Demonstrated experience in contracting, grantsmanship, or cost recovery efforts.
- Bilingual and bi-literate 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](mailto: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/88360>