

COLORADO STATE UNIVERSITY
OFFICE OF ENGAGEMENT & EXTENSION
Job Vacancy #41-24
Extension County Director,
Adams County

OEE invites applications and nominations for an Extension County Director. This is a full-time, twelve (12) month, non-tenure track Extension faculty position. [Faculty rank](#) is dependent upon the candidate's academic credentials and professional experience and is subject to review by the Extension Promotion Committee. The faculty appointment, evaluation, and promotion standards are centered around the three core duties of extension faculty – [educate, create, and connect](#). Candidates are sought with interests that complement and expand upon current initiatives and education activities in OEE and CSU Extension.

As County Director, this position is responsible for the day-to-day operations for the Adams County Extension office, including support of other CSU staff that may include State Classified, Administrative Professionals and Faculty, as well as employees of Adams County assigned to the office. Currently there are a total of 8 employees in the Extension office, which is housed under the Adams County Parks & Open Space Department. Colorado State University Extension and Adams County are seeking a dynamic leader with the experience and skills to lead a diverse and high-functioning staff in the strategic delivery of quality educational programs and services attuned to the community needs in Adams County. The successful candidate will have a record of success managing administrative functions including an approximate \$450,000 budget, personnel and a positive work culture, programming, day-to-day office operations and fostering both internal and external collaborations and teamwork. The Director will also be an effective communicator with the experience and skills to engage with a variety of people and groups. This individual will promote, represent, and build connections for Extension in Adams County and support staff and stakeholders in doing the same. They will collaborate with other Front Range County Directors and work as part of a team, with strong connections to CSU resources such as the CSU Spur campus, statewide and regional specialists, and teams that offer expertise and resources to deliver quality educational programming that meets community needs. The Director will work as a local representative of Colorado State University Extension.

The office location for this position is in Brighton, Colorado. While this position is eligible for some hybrid work, the individual in this position is expected to maintain a presence in the office to effectively balance the duties of the position. The work schedule will vary, and occasional nights and weekend work will be necessary.

Required Qualifications:

- Completed master's degree. Conferred degree may be in a variety of disciplines, including business, community development, Extension education, youth development, agricultural sciences, social sciences, family and consumer sciences, public health or related degree that can significantly contribute to administrative and/or program responsibilities.
- 5+ years professional experience relevant to the *Essential Job Duties* (below) of this position.
- Course work and/or professional experience must provide a broad and significant understanding of the discipline area associated with the position.
- 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.
- The successful candidate must be legally authorized to work in the United States by the proposed start date; Extension will not sponsor a visa for this position.

To view the job vacancy announcement and apply, click link:

<https://jobs.colostate.edu/postings/151648>. **For full consideration, all materials must be RECEIVED no later than 11:59 PM Mountain Time on Monday, October 21, 2024.**

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.

CSU is an EO/EA/AA employer and conducts background checks on all final candidates.