



COLORADO STATE UNIVERSITY EXTENSION

Job Vacancy #19-21
Extension Director & Agent
Livestock
Morgan County, Fort Morgan, 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.

Morgan County (pop. 28,148) is located in Northeastern Colorado. Morgan County has an agriculturally based economy with dairy, livestock, irrigated, and dry land crop enterprises. The county seat, Fort Morgan, has a population of over 11,315 and is about a 90-minute drive northeast of Denver. Other significant towns include Brush and Wiggins. Major employers include Cargill Meat Solutions, Walmart, Leprino Foods, Viaero, Colorado Plains Medical Center, Eben Ezer Lutheran Care Center and Western Sugar. Other significant economic sectors include healthcare, education, technology, manufacturing and agriculture related services. Fort Morgan is home to the Morgan Community College. The county has strong support from volunteer and civic organizations. To learn more about Morgan County, go to www.colorado.gov/morgancounty.

APPLICATION PROCESS AND DEADLINE: For full consideration, all materials must be RECEIVED no later than 11:59 PM Mountain Time on Tuesday, July 20, 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 Dennis Kaan at (970) 345-2287 or dennis.kaan@colostate.edu.

PURPOSE OF POSITION

The Morgan County Director is a local representative of Colorado State University, works under the supervision of the Northeast Regional Director and will provide leadership and organization in the development, implementation, evaluation, and reporting of livestock industry educational programs for adults and youth focusing on Morgan County and assisting in other counties as appropriate. This position will deliver educational programming throughout the community, build relationships and support for Extension programming and develop and deliver high quality programming that aligns with county and stakeholder interests. This position provides administrative leadership for the Extension office.

ESSENTIAL JOB DUTIES

Program Planning, Development, Delivery, Evaluation and Reporting: 40%

- Assume responsibility and leadership for livestock industry programming. Using any or all delivery modes, develop and implement an effective, educational, results-oriented adult and 4-H Youth Development program that supports the growth and development of life skills among both adult and youth audiences.
- Work directly with the community to identify and promote community-based needs for informal education and measure impacts of these educational programs.
- Seek to offer 4-H youth, leaders, and parents new and innovative opportunities, with the goal of expanding the involvement, reach, and effectiveness of the 4-H program.
- Actively participate in one or more Extension work teams to provide expertise for program and information development, delivery and evaluation efforts statewide.
- Provide program and information delivery support to colleagues in area(s) of specified expertise as appropriate.

- Provide vision and direction for the 4-H and youth outreach programs. Reach youth through school enrichment, after-school programs and joint programming with other youth serving organizations and schools.
- Supervise AmeriCorps members. Working with collaborators for AmeriCorps placement, STEM curriculum development as needed and support for AmeriCorps members in completing requirements.

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

Administration and Supervision: 30%

- Inspire, support, coach, supervise, and provide development opportunities, and formal evaluations for staff.
- Provide administrative and program leadership for strategic delivery of Extension educational programs in Morgan County and support efforts to programs across multiple counties.
- Build and support an environment of teamwork, civility and inclusion throughout the office and the Morgan County Extension Program.
- In cooperation with the Morgan County Board of County Commissioners, develop and manage an annual appropriated budget to support the CSU Extension program in Morgan County.
- Prepare and manage a non-appropriated office budget including support for cost recovery, resource development and revenue generation. Use entrepreneurial skills to find and/or generate external funding sources (grants, contracts, gifts, user fees, etc.) to help support county and programming efforts.

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 the Board of County Commissioners, county divisions and units, advisory committees, local businesses and educational institutions, state and federal agencies and area non-profits and stakeholders.
- Recognize and act upon opportunities to build relationships and connect community and university resources to achieve desired outcomes.
- Identify and build collaborations with other agencies and groups (public and private) to support them in addressing their priority needs.
- Work with advisory groups, local leaders, and Extension Agents in other counties, to assess informal education needs in the area, develop/revise plans of work, implement educational strategies, and measure and report programmatic impacts.
- 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, Development and Management: 10%

- Identify, recruit, train, supervise and recognize 4-H volunteers and leaders to increase their effectiveness in working with youth.
- Maintain effective communication with Colorado State University personnel, community leaders, and other agencies/organizations to enhance strong program development, delivery and evaluation.
- 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.
- Build an environment of teamwork and collaboration within the office, CSU Office of Engagement & Extension, and in the county with external partners.

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

SALARY: The salary range for this position is \$45,000 - \$70,000. Starting salary will be commensurate with education and experience.

REQUIRED JOB QUALIFICATIONS:

- Completed master's degree.
- One degree must have been conferred in agriculture, range/livestock management, animal science, education, youth development or a closely related field.
- Course work and/or experience must provide a broad and significant understanding of youth education.
- Ability to communicate through teaching, public speaking/presentation and writing as demonstrated through application materials and experience.
- Personal or professional commitment to diversity as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity outcomes.
- Demonstrated experience working with people as individuals and in groups; ability to forge equitable and successful partnerships with other professionals and organizations.
- Demonstrated use of technology in managing and/or delivering educational programs.
- Prior volunteer program management experience.
- Experience and coursework in conducting effective educational programs for both youth and adult audiences.

- Demonstrated ability to manage and supervise an office, including budget management.
- Demonstrated leadership ability.
- 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:

- Successful professional experience in livestock, youth development, range, home and production horticulture, natural resources, and community development.
- Demonstrated ability to generate extramural funds (grants, contracts, and cost recovery efforts).
- Experience in identifying audience needs, developing programs and evaluating impacts of programs.
- Experience in providing 4-H educational programs or information to youth and youth program leaders.
- Demonstrated ability to work effectively with mass media (TV, Internet, radio, newspapers).
- Knowledge of and experience with methods of conflict resolution, facilitation and public issues education.

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/89286>