

**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF LEWIS COUNTY  
STAFF POSITION DESCRIPTION**

**Current Incumbent:** \_\_\_\_\_

**Date Written/Revised:** 02-23-2018

**CCE Classification Job Title:** Association Subject Educator I

**Position #:** TBD

**Working Title (if different):** Farm Business Management Educator

**FTE:** 100%

**Reason:**  New Position  Revision

**FLSA:**  Exempt  Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Michele Ledoux, Association Executive Director

**Position(s) Supervised / Direct Reports** *(The following positions report directly to this incumbent. Please use classification titles.)* This position has no supervisory responsibilities/direct reports.

**Volunteer Oversight:**  No  Yes *(If the answer is Yes, please indicate number of volunteers supervised.)*

**POSITION SUMMARY:**

*Explain the purpose for the position and summarize the responsibilities.*

This position will serve as the Farm Business Management Educator for Cornell Cooperative Extension Association of Lewis County and will implement Farm Business Management programming for a menu of existing Farm Business Management educational programs and program activities. This position will implement already-existing educational programming to the Lewis County agricultural community in the areas of recordkeeping, business analysis, and farm labor management. This position will be responsible for the delivery of established Farm Business Management programming to community groups, and will deliver other established Agriculture programming and activities, both on-site and off-site, in the community, in accordance with the Agriculture Program Area's plan of work. This position will also coordinate all administrative aspects of the Farm Business Management Program and will assist the Executive Director with marketing efforts for Farm Business Management programming. This position will have multi-county responsibilities for Farm Business Management programming, specifically in Jefferson County.

**REQUIRED QUALIFICATIONS:**

*Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.*

- Bachelor's Degree or equivalent education (Associate's Degree and two (2) years transferrable program/function experience).
- Experience relevant to the role of the position.
- Valid NYS Driver's License and the ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards (DMV and criminal background checks).
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

**PREFERRED QUALIFICATIONS:**

*Specify preferred specialized education, field and/or certifications.*

- Demonstrated ability to learn Dairy Farm Business Summary Program.
- Demonstrated ability to learn new software programs relevant to business recordkeeping and business analysis.
- Demonstrated ability to work and relate to farm families and agribusiness on an individual, group and mass-media basis.
- Good mathematical and organizational skills.
- Willingness to learn new subject matter as it relates to programming.
- Demonstrated ability to utilize program resources within the community.
- Demonstrated ability to plan, teach and evaluate informal education programs through a variety of program delivery methods to reach individuals and groups, including adults and youth.
- Demonstrated ability to relate to diverse audiences.
- Demonstrated ability to communicate effectively through oral, written, and visual means.
- Demonstrated ability to use standard computer programs.

**SUBJECT MATTER/BACKGROUND:**

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Agriculture and Food Systems                                  | <input type="checkbox"/> General Administration | <input type="checkbox"/> Farm           |
| <input type="checkbox"/> Nutrition, Food Safety & Security and Obesity Prevention                 | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Grant/Contract |
| <input type="checkbox"/> Environment and Natural Resources, Sustainable Energy and Climate Change | <input type="checkbox"/> Finance                | <input type="checkbox"/> Communication  |
| <input type="checkbox"/> Community and Economic Vitality  | <input type="checkbox"/> Human Resources        | <input type="checkbox"/> Other          |
| <input type="checkbox"/> 4-H Youth Development and Children, Youth and Families                   | <input type="checkbox"/> Facility               |   |

**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:** *(List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position. If the section does not apply to this specific position, leave it blank. Estimate of percent will vary based on the needs and changing priorities of the position. Approximate percent of time will be annualized in 5% increments.)*

**Program Responsibilities:**

<b>Program Delivery</b>	<b>70%</b>
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- Utilize established program resources and materials in program work.
- Implement already-established Farm Business Management educational programming and program activities in support of other Agriculture programming efforts as identified/needed to support the established plan of work.
- Assist in providing existing information to bring awareness to the public in the form of impact statements, articles for progress/annual reports, and news releases, etc.
- Teach and implement already-established programming in the area of business analysis utilizing the computer software available.
- Teach one to two seminars per year on farm labor management.
- Occasionally apply established subject matter knowledge to create lesson plans as identified.
- Under the direction and oversight of the Executive Director, occasionally adapt already established curriculum and materials as needed to meet established program objectives.
- Provide Farm Business Management educational programs via mass media.
- Respond to inquiries in the area of Farm Business Management and provide established research based information in areas such as recordkeeping, business analysis, farm labor management, etc.
- Work to foster acceptance of the Farm Business Management Program, methods and policies while addressing community and individual needs and considering diverse audiences.
- Assist the Executive Director in multi-association team efforts in the implementation of multi-disciplinary programs and program activities to deliver the Farm Business Management Program.
- Serve as a subject-matter resource in the area of Farm Business Management to staff and participants, community organizations and the general public.
- Serve as a team member and cooperate with the entire Association and Agriculture Program staff to achieve Association program delivery goals.

<b>Program Evaluation</b>	<b>5%</b>
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- Implement program evaluation as designed.
- Interact with program participants to obtain evaluation data, to include: evaluating effectiveness of classes and instructors within program areas for all Farm Business Management Programs.
- Assist Executive Director in the process of analyzing program data, and based on that analysis, assist in making recommendations for improvements in program offerings.
- Communicate evaluation findings to constituents as appropriate.

**Administrative Responsibilities:**

<b>Direction</b>	<b>5%</b>
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- Assist in the planning and promotion of major public events and programs including, but not limited to: assisting with mass media efforts related to upcoming events and programs.
- Assist the Executive Director in multi-association team efforts to deliver the Farm Business Management Program.

**Management****10%**

- Assist in identifying and recommending program needs (i.e. program supplies and materials) to the Executive Director.
- Solve problems and resolve conflicts that arise in the operation of the Farm Business Management Program utilizing appropriate policies and procedures.
- Give guidance to volunteers and staff, including those performing similar work.

**Coordination/Operation****5%**

- Organize and coordinate program activities related to Farm Business Management Programming (i.e. workshops, seminars, tours, consultations, etc.)
- Coordinate identified administrative aspects of the Farm Business Management Program to include, but not limited to: preparing correspondence, maintain files, etc.
- Coordinate one to two seminars per year on farm labor management.
- Coordinate and organize summary meetings for producers and agribusiness.
- Coordinate, compile and organize existing program resources and program materials.
- Assist the Executive Director in utilizing effective marketing strategies in the promotion of Farm Business Management programming efforts to include, but not limited to: print media, news media, social media, and multi-media efforts.
- Effectively maintain existing professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.
- This position may require the transport of program participants and/or program materials and resources in performing position responsibilities.

**Professional Improvement****5%**

- In cooperation with Supervisor and/or Executive Director, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes and Association priorities.
- Collaborate in activities that are in general support of Cornell Cooperative Extension and perform other duties as assigned.
- Participate in required orientation programs; work with supervisor and work team staff to gain pertinent skills and information for specific on-job skills.
- Attend relevant in-service education programs.

**Health and Safety**Applied to all duties  
and functions.

- Support the Association to maintain a safe working environment.
- Be familiar with and strive to follow any applicable federal, state, local regulations, Association health and safety policy/procedure/requirement and standard.
- Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

**EEO/EPO and Policy**Applied to all duties  
and functions.

- Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.
- Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.
- Aware of, and adheres to, established Cornell Cooperative Extension Association of Lewis County policies, procedures and Cornell Cooperative Extension Skills for Success.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.

**Equal Opportunity Employment**

**Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.**

**For each factor below, choose the phrase that best fits the characteristics of this position:**

**SCOPE OF IMPACT OF THE POSITION:**

Moderate - beyond the program

**INTERACTION WITHIN ASSOCIATION:**

Provide guidance/coordinate activities/contribute to work groups

**INTERACTION WITH VOLUNTEERS:**

Provide information

**INTERACTION OUTSIDE ASSOCIATION:**

Conduct straightforward business; provide information

**COMPLEXITY OF SUPERVISION TO EMPLOYEES:**

Limited - Occasional guidance to co-workers

**COMPLEXITY OF WORK:**

Low - Under the guidance of immediate supervisor, occasionally adapts procedures to resolve unusual cases; makes some decisions requiring consideration of criteria

**LEVEL OF DECISION-MAKING ACTIVITY:**

Moderate - Within multiple functional areas

**SUPERVISION RECEIVED:**

Moderate - Very general direction

**SUPPORT SKILLS-WRITING**

Low - Usually issues standard responses

**SUPPORT SKILLS-COMPUTER**

Low - Uses basic business/technical programs/applications to perform responsibilities

**WORKING CONDITIONS:**

**ESSENTIAL PHYSICAL**

**REQUIREMENTS\*:**

Typically lifts 20 to 50 lbs

**VISUAL:**

Normal concentration

**HAZARDS:**

Limited exposure

\* Check applicable level after considering reasonable accommodations

**OPTIONAL:**

**SIGNATURES**

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ASSOCIATION EXECUTIVE DIRECTOR SIGNATURE



## Skills for Success

(The following skills are essential for individual and organizational success.)

Skills	Examples of Demonstrated Behavior
<b>Health and Safety</b>	<ul style="list-style-type: none"><li>Support the association to maintain a safe working environment.</li><li>Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policies, procedures, requirements or standards.</li><li>Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.</li></ul>
<b>Job Skills</b>	<ul style="list-style-type: none"><li>Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks.</li><li>Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge.</li><li>Understands, interprets and applies regulations, policies and contracts to deliver effective results.</li><li>Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables.</li></ul>
<b>Inclusiveness</b>	<ul style="list-style-type: none"><li>Demonstrates the ability to communicate across difference to create a collaborative, collegial, and caring community.</li><li>Increases cooperation, honesty, openness and a welcoming environment for all and speaks up when others are being excluded or treated inappropriately.</li><li>Supports/increases participation of key and diverse employees in career/professional development opportunities and in campus/community involvement.</li><li>Actively supports work/life integration in the workplace.</li><li>Recruits, hires and engages high performing diverse employees.</li></ul>
<b>Adaptability</b>	<ul style="list-style-type: none"><li>Anticipates and adapts to changing priorities and additional demands.</li><li>Is flexible, open and receptive to new information, ideas and approaches which enhance Cornell's capacity to thrive in the future.</li><li>Embraces, promotes and implements change.</li><li>Modifies one's preferred way of doing things when it benefits the whole focusing on long-term vision rather than short-term gains.</li></ul>
<b>Self-Development</b>	<ul style="list-style-type: none"><li>Is self-aware; seeks and acts upon performance feedback.</li><li>Seeks and acts on opportunities for development; takes measures to ensure personal well-being and balance.</li><li>Works to continuously learn and improve.</li><li>Applies learning to evolving assignments.</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>Expresses thoughts clearly, both orally and in writing.</li><li>Demonstrates effective listening skills; seeks to understand and be understood.</li><li>Asks questions and shares knowledge and information to help others clearly understand processes and desired results.</li><li>Gives, receives and acts upon helpful and timely feedback.</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>Shows respect, compassion and empathy for others, even in difficult situations, building an environment of trust.</li><li>Works effectively and cooperatively with others, willingly admitting mistakes and offering apologies.</li><li>Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work.</li><li>Has a positive attitude and understands how behaviors impact others</li></ul>
<b>Service-Minded</b>	<ul style="list-style-type: none"><li>Is diplomatic, courteous and welcoming, striving to satisfy external and internal customers.</li><li>Supports ideas, solutions and changes to processes to ensure high quality outcomes.</li><li>Reaches out in a timely and responsive manner to resolve problems and conflicts.</li><li>Negotiates well, finding and orchestrating win-win solutions.</li></ul>
<b>Stewardship</b>	<ul style="list-style-type: none"><li>Strives to develop and implement best practices; encourages others to adopt a culture of sustainability and efficiency.</li><li>Demonstrates high standards of personal conduct and owns the consequences of one's own actions.</li><li>Exercises sound and ethical judgment no matter how difficult or contrary; considers environmental, economic, compliance and social impacts in decision-making.</li><li>Shows commitment to unit and Association goals and delivers results.</li></ul>
<b>Innovation</b>	<ul style="list-style-type: none"><li>Looks for advancements in products, processes, services, technologies or ideas.</li><li>Identifies opportunities in challenges and shows initiative to make changes.</li><li>Demonstrates innovative, creative and informed risk taking.</li><li>Shows foresight and imagination to see possibilities, opportunities and trends.</li></ul>