

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

**Current Incumbent:** Open Position

**Date Written/Revised:** 02-22-18

**CCE Classification Job Title:** Association Temporary Professional

**Position #:** TBA

**Working Title (if different):** Agriculture Program Manager

**FTE:** 100%

**Reason:** New Position Revision

**FLSA:** Exempt Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Cathy Moore, Association Issue Leader

**Position(s) Supervised / Direct Reports** *(The following positions report directly to this incumbent. Please use classification titles.)* Association Subject Educator I (1), Association Program Educator II (1)

**Volunteer Supervision:** Yes, No *(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 Agriculture Program Manager for Cornell Cooperative Extension Association of Jefferson County and will implement Dairy and Livestock educational programming for a menu of existing Agriculture programs in accordance with established program parameters. This position will teach the Agriculture programs in the area of Dairy and Livestock in group and/or individual settings, both on and off the farm, utilizing a variety of delivery methods. This position is also responsible for implementing educational programming in support of alternative animal agriculture, including sheep, goats, beef, bison, pork and poultry etc., including all aspects of production and marketing. The already-established Agriculture educational programs will be provided to program participants using a variety of delivery methods to include, but not limited to: workshops, seminars, demonstrations, interest groups, newsletters, farm visits, and mass media. This position will provide program management and oversight for all program offerings, manage assigned staff (i.e. temporary program positions, interns, technicians) as needed to support program implementation efforts, and will report to the Agriculture Issue Leader per established protocol. This position will also perform essential program evaluation and reporting responsibilities as outlined in this position description. This position will provide supervision to the assigned Association Subject Educator I and Association Program Educator II.

**REQUIRED QUALIFICATIONS:**

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

- Bachelor's Degree.
- Three (3+) years of relevant work experience in agriculture.
- Demonstrated knowledge of subject matter appropriate to program area.
- Valid driver's license and the ability to meet the 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.*

- Experience in dairy and/or livestock production, management and marketing.
- General knowledge of agriculture production.
- Demonstrated ability to relate to diverse audiences.
- Demonstrated ability to initiate, plan, organize, implement, teach and evaluate informal education programs through a variety of program delivery methods to reach individuals and groups.
- Demonstrated ability to function as a team member.
- Demonstrated willingness to learn new subject materials.
- 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>20%</b>
<ul style="list-style-type: none"> <li>• Provide direct teaching and instruction in Dairy and Livestock Management, including, but not limited to the following topics: nutrition, herd health, reproduction, production records, milking management, replacements, and housing, utilizing established program resources and materials, and utilizing a variety of proven educational methodologies in program work.</li> <li>• Provide direct teaching and instruction in alternative animal agriculture, including, but not limited to the following topics: sheep, goats, beef, bison, pork and poultry etc., including production and marketing.</li> <li>• Implement and facilitate Dairy and Livestock Management educational programming for a menu of existing Agriculture programs in accordance with established program parameters, including, but not limited to: Animal facilities, quality assurance, animal comfort and welfare, health and animal production best practices.</li> <li>• Implement educational programs through workshops, seminars, demonstrations, interest groups, newsletters, farm visits, mass media and agri-business contacts utilizing established resources and per established program parameters, and apply dairy and livestock subject matter knowledge to create lesson plans to deliver these educational programs as appropriate.</li> <li>• Work to foster acceptance of the Dairy &amp; Livestock Program, methods and practices while addressing needs in the agriculture community and considering diverse audiences.</li> <li>• Deliver educational programs as a part of multi-association efforts when identified/appropriate.</li> <li>• Serve as a team member and cooperate with the entire Association and the Agriculture &amp; Natural Resources Program staff to achieve Association goals.</li> <li>• Serve as subject matter resource in the area of Dairy and Livestock Management.</li> <li>• Directly teach and participate in non-agriculture, cross-programming efforts as appropriate.</li> <li>• Represent Cornell Cooperative Extension of Jefferson County in a professional manner and communicate and cooperate with the public, agribusinesses, veterinarians, DHI Associations, Quality Management Production Service, feed dealers, agricultural Coordinator, government officials, community leaders, Cornell and/or other land grant universities as a part of program delivery.</li> <li>• Actively teach and participate in state-wide programs, such as, PRO-DAIRY.</li> </ul>	
<b>Program Evaluation</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Analyze and evaluate major program efforts with input of all program partners and make recommendations for enhancing these efforts.</li> <li>• Communicate evaluation results, findings, and recommendations to program partners and funders.</li> <li>• Oversee the preparation of quarterly reports, impact statements, and yearly success stories on program progress, and innovative programming accomplishments.</li> <li>• Ensure compliance with the evaluation and reporting requirements of funding partners.</li> <li>• Define and implement reporting mechanisms for measureable outcomes from the programmatic effort.</li> </ul>	

## Administrative Responsibilities:

Direction	15%
<ul style="list-style-type: none"><li>• Provide input to support the planning of educational programs to include, but not limited to planning the delivery of established educational program goals and planning the structure of delivering educational programs via various methods.</li><li>• Anticipate and project program expenses.</li><li>• Assist the Agriculture Issue Leader by providing program related information to the budget development process and allocate budget amounts, reporting out to the Agriculture Issue Leader per established protocol.</li><li>• Provide moderately complex administrative assistance to include, but not limited to, planning for mass media efforts related to the Agriculture Program; work together with Agriculture team to plan effective strategic marketing efforts; and major public affairs events and functions.</li><li>• Provide Agriculture Program related information to the staffing plan development process.</li><li>• Assist the Agriculture Issue Leader and grant writing team in the writing and development of grant applications to secure funding for ongoing/expanded programming efforts.</li></ul>	
Management	30%
<ul style="list-style-type: none"><li>• Responsible for providing program management and routine operations accountability.</li><li>• Solve problems and resolve conflicts that arise in the Agriculture program utilizing appropriate policies and procedures, as needed.</li><li>• Ensure program activities, workshops and events conform to the Association’s Plan of Work.</li><li>• Support the allocation of program resources to accomplish Association program objectives within the Agriculture Program.</li><li>• Monitor the Agriculture Program income/expenses to ensure spending is within the program budget constraints, and report to the Agriculture Issue Leader per established protocol.</li><li>• Provide support to the Advisory Committee consisting of, educators, community members and other stakeholders to facilitate overall program management/coordination/implementation.</li><li>• Provide management (including recruitment and selection) and supervision (including guidance, performance feedback and annual performance reviews) to designated staff (Association Subject Educator I and Association Program Educator II) in accordance with established policies, procedures and protocol, and provide regular staffing updates to the Agriculture Issue Leader and/or Executive Director as required.</li><li>• Monitor and schedule staff time to ensure program need is met.</li></ul>	
Coordination/Operation	20%
<ul style="list-style-type: none"><li>• Organize and coordinate program activities relating to the Agriculture Program.</li><li>• Coordinate, compile and organize existing program resources and program materials.</li><li>• Coordinate the Advisory Committee meetings per established procedures.</li><li>• Obtain evaluation data and program needs assessments from program participants based on existing evaluation framework and guidelines.</li><li>• Provide moderately complex administrative support to prepare materials for report submission to meet funding and Association requirements.</li><li>• Provide moderately complex administrative support to accomplish financial goals within assigned program to include, but not limited to: preparing materials for grant/contact proposal submission and providing required information needed in the financial documentation to meet grant or budget requirements.</li><li>• Coordinate and assist with projects and outreach efforts as needed.</li><li>• Coordinate with the Regional Dairy, agronomy, and Farm Business Management Teams when appropriate to meet the needs of participants.</li><li>• Coordinate effective marketing strategies in the promotion of programming efforts to include, but not limited to: print media, news media, social media, and multi-media efforts.</li><li>• Effectively develop and maintain existing professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.</li></ul>	

- This position may require the transport of program participants and/or program materials and resources in performing position responsibilities.

<b>Professional Improvement and Other Duties as Assigned</b>	<b>5%</b>
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- 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 in programming and association priorities.
- Collaborate in activities that are in general support of Cornell Cooperative Extension including but not limited to attendance at staff meetings, timely reporting of expenses, working with other staff, general marketing of Extension programs and other duties as assigned.

<b>Health and Safety</b>	Applied to all duties and functions.
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- Support the Association to maintain a safe working environment.
- Be familiar 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.

<b>EEO/EPO and Policy</b>	Applied to all duties and functions.
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- 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 Jefferson County policies and procedures.
- 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:**

Assist others; provide/obtain cooperation

**INTERACTION WITH VOLUNTEERS:**

Provide information

**INTERACTION OUTSIDE ASSOCIATION:**

Conduct straightforward business; provide information

**COMPLEXITY OF SUPERVISION TO EMPLOYEES:**

Moderate - Supervises, assigns and reviews work of others

**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

\_\_\_\_\_  
DATE



## 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>