

## **COUNTY EXTENSION AGENT**

### CODES/PAY RANGE

Class Code: 4411

EEO Code: B

Pay Range: 515

Level I

Level II

### MAJOR FUNCTION

Professional, progressively responsible educational work consulting and advising residents, farmers, civic organizations, agricultural groups, etc. on agricultural or agricultural related problems, techniques and methods. An extension agent may be assigned to a specific program or function in general extension areas. The level depends on educational background of the incumbent.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, or a logical assignment to the position.)

Plans, develops and presents educational programs relating to area of specialty. Works with Extension Clubs, volunteers, residents, etc. to instruct in the principles of the area of specialization.

Makes presentations and provides information to the media, civic groups, professional organizations, schools, etc. on areas of specialty. Writes articles for publication in area newspapers, professional publications, bulletins, magazines, etc.

Reviews all rezoning and special exemption cases involving agricultural zoned properties. Reviews cases for their potential impact on agricultural community, water management, environment, etc. Reviews preliminary and final site plats, sketch plans, and overall development plans, stormwater plans, and preliminary plats for soil suitability.

Consults with developers and others on new landscape designs. Prepares exhibits and demonstrations for public exhibitions to increase public awareness.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of principles, practices, and techniques relating to area of assignment. Knowledge of application and uses of industry machinery and equipment.

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Ability to observe and analyze problems relating to area of specialty, and make constructive recommendations for solutions of the problems. Ability to present ideas and recommendations clearly and concisely, both orally and in writing. Ability to make presentations to public and media. Ability to establish effective working relationships with residents, farmers, commercial growers, developers and general public.

#### MINIMUM QUALIFICATIONS

##### **Level I**

Bachelor's degree in a field related to the area of specialization.

##### **Level II**

Master's degree in a field related to the area of specialization.

#### ADA REQUIREMENTS

Physical Demands: Sedentary to heavy work depending of area of assignment. Ability to see, talk. May require ability to hear, taste, lift, carry, grasp, feel, handle, walk, stand, reach.

Environmental Demands: Inside and outside work depending on area of assignment. May require exposure to inclement weather (heat, cold, rain, humidity), sand, dust, odors, animal excrement, uneven/undeveloped terrain, chemicals.

Mental Demands: Ability to read and comprehend professional, technical and scientific journals, instructions and manuals; safety instructions; procedures, policies, letters, memos. Ability to write technical reports, memos, summaries, evaluations, letters. Ability to perform general mathematical functions. Ability to speak publicly; conversant in theory and practices of discipline. Ability to identify and resolve problems.

Revised 10/94

Revised 8/00