



Vacancy Announcement

10-07

Position Title and Location

District Extension Director
Division of Agricultural Sciences and Natural Resources
Cooperative Extension Service
Oklahoma State University
Office Location: Northeast District, Muskogee, Oklahoma



Date Available

This position is available on or after July 1, 2010.

Salary

Commensurate with education and experience.

Job Summary

The district extension director is responsible for providing administrative leadership for 21 counties which comprise the Northeast District. These duties include personnel and fiscal management, budget development, civil rights and affirmative action, and public relations/marketing.

The district extension director will:

Provide progressive leadership for the members of the district team, area specialists, and county educators;

Work closely with state administrators regarding personnel and fiscal matters;

Assure nondiscrimination and equal opportunity in employment and program delivery;

Work closely with the assistant directors and the Agriculture Human Resources office staff to provide career, professional, and personal development opportunities for employees;

Serve as facilitator with extension educators and county budget decision-makers to secure funding for extension programs;

Support close working relationships with advisory committees, county commissioners, commodity groups, and other users of Extension programs; and

Assume other duties as necessary due to vacancies or for other reasons as assigned by the associate director, including being responsible for providing leadership for implementation and evaluation of programs related to his/her degree area.

Continuation of this position is subject to the need for the position, performance, and availability of federal and state funds.

Qualifications

A master's degree with at least one degree in Agriculture, Natural Resources, Family and Consumer Sciences, or in an area related to Extension education.

Seven or more years of successful progressively responsible professional work experience with a minimum of five years of Cooperative Extension work.

Prior successful work experiences utilizing personnel and fiscal management, and supervision is required. Leadership roles and interaction with governmental and public agency officials is desirable.

Excellent oral and written communication skills.

Visionary team leadership skills are essential.

Willingness to work within a flexible time frame which may include evenings and weekends and be willing to travel throughout the district, state, and occasionally out of state.

Demonstrated organizational development and management skills; knowledge of and the ability to utilize electronic communications and computer technology skills for communication and program management

The person selected for this position is expected to establish and maintain residence in the Northeast district.

Employment Conditions

This is a full-time (12-month) appointment. Salary commensurate with education and experience. The incumbent is administratively accountable to the Vice President, Dean

and Director, Division of Agricultural Sciences and Natural Resources, through the Associate Director of the Oklahoma Cooperative Extension Service.

Application Procedure

Both nominations and direct applications are welcome. Nominations should include the complete name and address of the nominee.

Individuals wishing to apply should submit a letter of application that includes qualifications, previous professional responsibilities and achievements, administrative philosophy, and how these relate to the district director's position. A professional resumé should be included.

Applicants should provide the name, address, telephone number, and electronic mail address of five references that can be contacted for additional information. The references should be knowledgeable about the applicant's qualifications that make him or her well suited for the responsibilities described in the announcement.

Review of applications will begin **May 14, 2010**, and continue until a suitable applicant is identified. Nominations, applications, and questions may be directed to:

**Agriculture Human Resources
Room 235 Agricultural Hall
Stillwater, OK 74078-6022
Telephone (405) 744-5524
Fax (405) 744-8863
[E-Mail: cesjobs@okstate.edu](mailto:cesjobs@okstate.edu)**

Mission Statement

The mission of the Oklahoma Cooperative Extension Service is to disseminate information to the people of Oklahoma and encourage the adoption of research-generated knowledge relating to agriculture, family and consumer sciences, rural development, and 4-H youth development.

Information about the Division of Agricultural Sciences and Natural Resources may be accessed on the internet at: www.dasnr.okstate.edu Information about Cooperative Extension professional positions may be accessed on the internet at: <http://hr.dasnr.okstate.edu/OCES-careers>

Equal Employment Opportunity: Applicants will be considered without discrimination for any non-merit reason such as race, color, national origin, religion, gender, age, disability, or status as a Vietnam-era veteran.

Oklahoma State University is an Affirmative Action/Equal Employment Opportunity employer committed to multicultural diversity. Oklahoma State University employs only U.S. citizens and lawfully authorized non-U.S. citizens. OSU participates in E-Verify to verify employment eligibility of all employees pursuant to the Oklahoma Taxpayer and Citizen Protection Act.