



Vacancy Announcement

11019

Position Title and Location

County Extension Director
Division of Agricultural Sciences and Natural Resources
Cooperative Extension Service
Oklahoma State University
Office Location: Tulsa County, Tulsa, Oklahoma



Date Available

This position is available on or after October 13, 2014.

Salary

Commensurate with education and experience.

Job Summary

The County Extension Director provides administrative leadership for all aspects of the County Extension program operations including: personnel management, staff development, affirmative action, civil rights, fiscal management, budget development, facilities and equipment, technology, marketing, and public relations.

Facilitate efforts of his/her staff regarding county program planning, implementation and evaluation.

The County Extension Director roll is in addition to limited program duty responsibilities.

The County Extension Director is administratively accountable to the District Extension Director for all assigned administrative and supervisory matters in the county.

Travel within assigned county and district is required including occasional overnight travel. Travel budget is provided.

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, Family and Consumer Sciences, or in an area related to Extension education.

Five or more years in Cooperative Extension or closely related work are required.

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.

Employment Conditions

This is a full-time (12-month) appointment. Salary commensurate with education and experience.

Willingness to work within a flexible time frame which may include evenings and weekends and be willing to travel throughout the county and district.

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 Tulsa County.

Continuation of this position is subject to the need for the position, performance, availability of federal and state funds, and annual participation by the county in funding OCES by meeting or exceeding established contract guidelines.

Application Procedure

All applications should be submitted through <http://jobs.okstate.edu>. The listing number for this position is 11019.

Individuals wishing to apply should submit a letter of interest that includes qualifications, previous professional responsibilities and achievements, and express how these relate to the vacant position. A current resume' and an up-to-date official transcript should be included.

Applicants should provide the name, address, telephone number, and electronic mail address of three 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 **September 29, 2014**, and continue until a suitable applicant is identified.

Any questions can 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**

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>