

Cornell Cooperative Extension of Saratoga County Program Family Position Description

Working Title:	Agricultural Economic Development
Classification Title:	Association Sr. Extension Resource Educator
Supervisor's Classification Title:	Executive Directors, Saratoga County / Washington County

The Cornell Cooperative Extension educational system enables people to improve their lives and communities through partnerships that put experience and research knowledge to work.

General Responsibilities

Responsible for the Agricultural Economic Development Program in Saratoga and Washington counties and the Equine Economic Development Program in Saratoga.

- Responsibilities include identifying local program needs with program committee, advisory groups, and program participants.
- Develop educational strategies, maintaining direct linkage with Cornell faculty and program units.
- Conducting applied research in conjunction with faculty and developing written materials for publication.
- Develop enhanced relationships with appropriate agencies, organizations, industries and community leaders.
- Participate in multidisciplinary team efforts to address priority issues.
- Develop new and innovative strategies for implementing programs that utilize a variety of proven educational methodologies and that consider the diversity of the community.
- Provide leadership in planning and implementing new and existing and innovative equine educational programs on a multi-county basis.

This position is responsible for fulfilling the policies and priorities of the Agricultural Economic Development Program and Cornell Cooperative Extension.

Program Development and Implementation 60%

Agricultural Economic Development

- Develop networks of volunteers and/or professionals and nonprofessionals to extend program implementation efforts.
- Provide educational programming to targeted audiences in agriculture and equine economic development.
- Serve as subject-matter expert to staff, and clientele including schools, agencies and agriculture and equine producers.
- Provide counsel and support to extension agents within the association and to other associations to foster the development of confidence and competence in program processes.

- Identify and administer government grants and other funding sources to promote economic development of the agricultural industry.
- Work with county economic development staff to mainstream agricultural economic development into overall community and economic development strategies.
- Manage the agricultural economic development programs for Saratoga and Washington Counties.
- Partner with the economic development staff to develop strategies to strengthen and expand existing farm and agri-businesses, and attract industries complimentary to agriculture.
- Provide educational and informational resources to those who represent the interests of the bi-county agriculture industry to local and state government agencies; local and state legislatures; media and the public.
- Provide information and education on market opportunities and business practices to enhance farm viability and profitability.
- Facilitate the resources needed for workforce development and training programs.
- Educate legislative bodies and local officials such as assessors and planning boards regarding the challenges of the agricultural industry.
- Monitor proposed legislation and advocate for local agriculture.
- Develop a detailed database of farms, resource providers, and agri-businesses for analysis and grant-writing purposes.
- Seek and secure funding for additional promotion, preservation, and economic development initiatives.

Program Management 15%

- Prepare reports on program progress and accomplishments of Saratoga and Washington association programming for local, state, and federal use.
- Compile budget data and written reports on program finances and work plans.
- Seek out, prepare, and submit proposals to secure additional program funding, actively involving the Association Director, Issue Leader or supervisor, program committee, Board of Directors, Cornell faculty, and Extension Administration.
- Support the professional development of educator staff.

Program Evaluation 10%

- Analyze and evaluate programs and make recommendations for change in emphasis and/or improvement to program committees and Cornell faculty and program units as necessary.
- Communicate evaluation results, findings, and recommendations to agents, program committee members, clientele, and Cornell faculty.
- Monitor AEDP program to ensure that educational content conforms to the policies and objectives of Saratoga and Washington County Associations and Cornell University.

Marketing 10%

- Employ a variety of methods and strategies to inform and educate the community about the Agricultural Economic Development Program and work with the Issue Leaders and Executive Director to promote and enhance natural resource activities.
- Increase the capacity of the associations' efforts on behalf of the community by developing and maintaining effective working relationships with collaborating groups and agencies.
- Work effectively with all staff, including marketing staff, to increase the visibility of Cornell Cooperative Extension in Saratoga County and Washington County.

Staff and Professional Improvement 5%

- Provide in-service education and be a program resource for agents and volunteers.
- Recruit volunteer staff and support the development of their leadership skills.
- Participate in orientation programs. Attend in-service education as appropriate relating to assigned programs and administrative responsibilities.
- Jointly develop and pursue a professional improvement plan, in cooperation with supervisor, to increase competency in position responsibilities.

Reporting Relationships

- Perform accountabilities under supervision and guidance of Executive Directors in Saratoga and Washington counties, deferring and seeking input in non-routine or complex subject matter situations as a development process.
- Independently identify clientele and select appropriate subject matter relative to analyzed needs, alerting supervisor of issues and concerns as well as actual or potential risk or conflict.
- Programming direction, monitoring and evaluation of the position will be the responsibility of the joint advisory committee, which will include representatives from each county's Ag and Farmland Protection Board, Cornell Cooperative Extension, the County Planning Department, and the Economic Development Agencies.
- Supervise CCE Equine Program staff and clerical staff.

Degree and Experience Pre-requisites

- Master's degree with appropriate subject-matter specialization.
- At least two years of progressively responsible experience in Cooperative Extension or equivalent professional experience in education in an academic, human services, or industry setting.

Knowledge, Skills, and Abilities

- Knowledge of the principles, theory, research, and application of subject-matter appropriate to area of specialization.
- Demonstrated ability to initiate, plan, organize, implement, teach, and evaluate informal adult/youth educational programs to address diverse audiences.
- Ability to define, conduct and interpret applied research/demonstration projects.
- Recognized ability to identify and utilize program resources within the community.
- Demonstrated ability to lead and effectively participate in professional team efforts.
- Proven ability to work with and support volunteer leadership and advisory committees.
- Demonstrated ability to relate effectively to co-workers, advisors, community and professional leaders, and identified clientele.
- Demonstrated effective use of a variety of program delivery methods to reach individuals and groups.
- Demonstrated ability to communicate effectively thorough oral, written, and visual channels using traditional educational tools as well as innovative applications of electronic technology (e.g., video, audio, computers, etc.).
- Understanding of the agriculture industry, land use, developing markets and economic development strategies.

- Demonstrated ability to plan and manage projects/programs with limited supervision.
- Understanding of existing agriculture-related programs including Agricultural Districts, Right-to-Farm laws, Agricultural Environmental Management (AEM), agri-business loan programs, etc.
- Recognized ability to identify and utilize program resources within the community.
- Ability to construct annual work plan with budget.
- Proven ability to utilize innovative program delivery methods to reach individuals and audiences.
- Must be able to meet the travel requirements of the position, which includes occasional weekend and evening responsibilities.

Position Description Content Review

Executive Director: _____

Date _____

Cornell Extension Representative _____

Date _____