



**COLORADO STATE UNIVERSITY
EXTENSION**

**#29-18 Job Vacancy
Extension Director
Boulder County, Longmont, CO**

We are committed to increasing the diversity of our staff and providing culturally responsive programs and services. Therefore, we encourage responses from people of all backgrounds and abilities. We invite you to review Colorado State University's Principles of Community (<http://diversity.colostate.edu/principles-of-community>) that guide our mission and vision of access, teaching, service and engagement.

Boulder County is located 28 miles northwest of Denver and is home to almost 323,000 residents. Longmont is the county seat. The county embraces a variety of lifestyles and interests and works hard to build a sense of community and provide services that enhance residents' quality of life. Boulder County employers and industries include Google, Bing, Amgen, the University of Colorado, large and small-scale production agriculture, health care, electronics, software development, data storage, biotechnology, renewable energy, aerospace, natural and organic products, and outdoor recreation. Opportunities for youth and support for healthy families are county priorities. The county also features some of the most diverse natural landscapes and is known for its visionary use of open space. Boulder County government is committed to environmental, social, and economic sustainability that fosters a vibrant, healthy, and active community. By providing activities, events, and services that engage the community in open space conservation and recreation, Boulder County helps to ensure that critical wildlife habitats, farms, and areas for recreation will be around for generations to come.

Colorado State University Extension and Boulder County work cooperatively to develop and engage the community in locally driven programming enhanced by partners, campus and community-based expertise and resources. The staff of Boulder County Extension consists of: a director, six agents (one agriculture/natural resources; two 4-H/youth development; two horticulture; and one family and consumer science), one coordinator (small acreage), two program assistants (4-H and horticulture), and three administrative support staff. The director will manage a county budget of approximately \$830,000. Boulder works cooperatively with agents from other counties to deliver programming and provide access to research-based information and expertise in horticulture, agriculture, natural resources, youth development, community development and family and consumer sciences. Visit <http://extension.colostate.edu> to learn more about Colorado State University Extension, or <http://boulder.extension.colostate.edu> to learn more about Boulder County Extension. For more information about Longmont, go to www.city-data.com/city/Longmont-Colorado.html.

APPLICATION PROCESS AND DEADLINE: For full consideration all materials must be **RECEIVED** no later than **11:59 PM Mountain Time on Thursday July 12, 2018**. Please submit the following to <https://jobs.colostate.edu> to apply:

- Resume
- Cover letter
- Transcripts of college(s) course work **showing degrees conferred**. Please remove all references to birth date or social security number prior to submission. Only one document upload is allowed, no larger than 9 megabytes. Please convert all transcript pages into one PDF File to upload.
- Special Required Documentation:
 - Statement (no more than 5 pages) of how you meet all the "Education and Experience Required" and "Education and Experience Preferred" criteria listed in the Vacancy Announcement. Please respond to each bullet point separately. Only one document upload is allowed, no larger than 9 megabytes. Please convert your Statement pages into one PDF file.
- Name, address, telephone, e-mail address, and your relationship to at least four (4) references. References will not be contacted without prior notification of candidates.

For questions regarding the application process, contact <https://jobs.colostate.edu/help>. For questions regarding the job vacancy and responsibilities, please contact JoAnn Powell at (970) 491-7887 or @ joann.powell@colostate.edu.

PURPOSE OF POSITION: Colorado State University Extension and Boulder County are seeking a leader with the experience and skills to lead a diverse, self-directed and high-functioning staff in the strategic delivery of quality educational programs and services attuned to Boulder County. The person will have a proven track record of managing administrative functions including budget, personnel, programming, day-to-day office operations and fostering both internal and external collaboration and teamwork. The Director will also be an effective communicator with the experience and skills to engage with a variety of people and groups verbally, in writing, through presentations, collaborative projects and educational programming. This person will develop and support programs and relationships that allow both the county and the university to recognize and work together to address local needs, share information, provide education, and/or conduct research to benefit residents. The Boulder County Extension Director is a local representative of Colorado State University and works under the supervision of the Front Range Regional Director. Boulder County Extension operates as one of eight divisions in the Boulder County Parks and Open Space Department, and, as such, this person will work closely with the County's Parks and Open Space Director. Responsibilities of the Extension Director's position are similar to those of the head of an administrative unit. In addition to administration, the candidate will provide broad support to educational programming in areas of value to the county individually and/or in cooperation with other Extension staff.

Administration and Supervision: 60%

- Prepare and manage a significant budget (\$830,000) including support for cost recovery and revenue generation.
- Inspire, support, coach, and provide development opportunities, performance feedback and formal evaluations for a staff of 13.
- Promote and represent Extension and Extension programming throughout the community and within Boulder County government; engage staff to do the same.
- Provide administrative and program leadership for strategic delivery of Extension educational programs in Boulder County; collaborate and support programming efforts that reach across county lines.
- Build and innovate an environment of teamwork and collaboration within the office, in the county as well as with external partners.
- Lead and support staff, as appropriate, in securing grants, contracts and in-kind resources to support county and area-wide educational programs.
- Develop marketing and communications plans and lead county team in implementation.

Note: % of job assigned to this duty may be changed as the program develops.

Initiate and Develop Relationships and Partnerships: 20%

- Develop strong working relationships with the Board of County Commissioners, the Parks and Open Space Director and staff, Fair Executive Committee, county divisions, Extension and external advisory committees, local businesses and educational institutions, state and federal agencies, and area non-profits and stakeholders. Work with these groups and the public to continually assess local conditions, identify priority

needs, and set program direction.

- Recognize and act upon opportunities to build relationships and connect community and university resources to achieve desired outcomes.
- Facilitate communications and working relationships with Colorado State University administrators, departments and agencies, University-based specialists and support personnel to enhance programming.

Note: % of job assigned to this duty may be changed as the program develops.

Program Planning, Development, Delivery, Evaluation and Reporting: 20%

- Cooperatively or individually facilitate delivery of non-credit educational programming to address community and multi-county needs; evaluate efforts and report educational outcomes. Support staff in the development and delivery of valued programming.
- Engage with Extension specialists and agents through work teams to develop and deliver educational programming that addresses needs locally, across multiple counties, and throughout the state.
- Promote engagement with diverse audiences and assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences.

Note: % of job assigned to this duty may be changed as the program develops.

SALARY: Starting salary will be commensurate with education and experience. Range is \$51,500 to a maximum of \$82,500.

REQUIRED JOB QUALIFICATIONS:

- Master's degree required; the degree must be completed before starting the position. Degrees must be in areas that can significantly contribute to administrative and Extension program responsibilities.
- Professional experience managing and leading a complex office including demonstrated ability to:
 - Develop and manage a significant budget.
 - Support and manage a sizeable staff including selection, supervision, motivation and creation of an office environment that is inclusive.
 - Establish day-to-day operating procedures and policies that promote effective and efficient delivery of product and services.
 - Develop working relationships with peers, staff, other departments and agencies, and the general public that are effective, inspire loyalty, excellence and integrity.
- Professional expertise that will complement and/or expand Extension's program delivery capacity.
- Experience in promoting, marketing or creating public awareness of programs and services.
- Ability to communicate through teaching, public speaking/presentation and writing as demonstrated through application materials and experience.
- Demonstrated experience working with people as individuals and in groups; ability to forge equitable and successful partnerships with other professionals and organizations and to manage both internal and external conflicts.
- Understanding of different ethnic and socioeconomic audiences, and the commitment to include diverse voices in program prioritization, planning and implementation.
- Demonstrated leadership ability.
- Evidence of drive and initiative.
- Demonstrated use of technology in managing office functions, fiscal procedures and/or delivering educational programs.
- Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.

PREFERRED JOB QUALIFICATIONS:

- An understanding of and appreciation for a complex food and agriculture system that is embedded in a county of growing population, communities of all sizes and residents of different backgrounds, interests, and points of view when it comes to agricultural and program practices.
- Experience in audience needs identification, educational program development, delivery of programs including technology and program evaluation.
- Demonstrated experience in contracting, grantsmanship, or cost recovery efforts.
- Ability to speak Spanish.

BENEFITS: Based on full-time employment. Twenty-four working days vacation each year, 15 days sick leave. Enrollment in group health, life and accident insurance, various retirement plans, work injury benefits, and disability insurance are all available. Available personal transportation required, travel allowance provided. A full description of benefits is available at: <http://www.hrs.colostate.edu/benefits/>.

Colorado State University does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Colorado State University Extension operates in compliance with the same laws and executive orders as the University as administered by the U.S. Department of Agriculture. As a part of the USDA regulations, the Extension Equal Employment Opportunity representative may be contacted at 1311 South College Avenue, Room 102, Colorado State University.

BACKGROUND CHECK: Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Application process and additional information may be obtained at: <https://jobs.Colostate.edu/postings/57036>

#29-18 Deadline 11:59 pm Mountain Time 07/12/2018