

# ANNUAL ASSIGNMENT OF JOB RESPONSIBILITIES

County: **YOUR COUNTY**

Program Year: **20XX**

Jan-Dec of the Calendar Year

**GUIDELINES for filling out Job Responsibilities form**

## PROGRAM LEADERSHIP

**AGENT**

Focus on identifying those responsible for serving as the lead contact for specific programming and administrative duties.

### Base Programs

Agriculture	<b>This section identifies the agent who will provide primary leadership for each of the base program areas. Lead agent is first, then support agents follow to the right. Use initials to identify agents responsible.</b>	.....
4-H and Youth		.....
Family & Consumer Sciences		.....
Community Development		.....

### Special Programs

Better Living	<b>Special programs planned for your calendar this year should be listed here. The ones listed are examples. If they don't apply, delete them. These are typically grant-funded programs.</b>	.....
.....		.....
.....		.....

### Program Leadership Positions

County Coordinator	<b>These assignments are typically made by the DEA. Changes can be proposed by the staff but must be approved. Leadership for the LAB is typically the responsibility of the county coordinator, while the Youth Board is the responsibility of the 4-H Coordinator.</b>	.....
4-H and Youth Coordinator		.....
Leadership Advisory Board		.....
Position description		.....

*Agents assigned to these positions are responsible for reviewing the position description online on an annual basis for any updates.*

## PROGRAM DEVELOPMENT

Focus on identifying those programming issues, Extension-led planning groups, those provide respective leadership for each.

### LAB-Validated Issues

.....	<b>In this section, you should list the issues that have been identified or validated by your Leadership Advisory Board. The issues listed are examples. Replace them with yours. If you are new to the county, a copy of these issues should be filed in the office or available in agency records.</b>	.....
.....		.....
.....		.....
.....		.....
.....		.....

### Extension Planning Groups (Program Area Committees, Task Forces, Coalitions, Committees)

Beef Cattle Committee		.....
Field Crops Committee		.....
4-H FCS Committee	<b>In this section, you should list all Extension-organized planning groups that provide support to the program areas for which you provide leadership. The groups listed are examples. Replace them with your groups. If you list it, you will be held responsible for this group. If multiple agents are involved, the lead agent should be listed first. This list should NOT include external groups (Farm Bureau, commodity groups, etc.).</b>	.....
4-H Lives Committee		.....
Horticulture Committee		.....
Master Gardener Committee		.....
4-H and Youth Committee		.....
4-H Adult Committee		.....
4-H Club Committee		.....
4-H County Council		.....
Family & Consumer Sciences Committee		.....
"Walk Across Texas" Task Force		.....

# PROGRAM IMPLEMENTATION

Focus on identifying specific subject matter programming including major events, and those provide leadership for each.

## Agriculture & Natural Resources Program Areas

General Agriculture.....	_____
Livestock.....	_____
Field Cro.....	_____
Rangelan.....	_____
Horticul.....	_____
Entomolo.....	_____
Major Ag.....	_____

**In this section, list all subject matter areas that are necessary to support program areas in your county along. Following subject matter, include all major events. The items listed are examples. Replace them with yours. List the lead agent first, then others. This applies to all four program areas: ANR, 4-H, FCS, and CRED as listed below.**

Crop Tour ..... \_\_\_\_\_

## 4-H & Youth Development Program Areas

Youth Leadership & Life Skills ..... \_\_\_\_\_

Volunteer Development ..... \_\_\_\_\_

Livestock & Natural Resource Projects ..... \_\_\_\_\_

Family & Consumer Sciences Projects ..... \_\_\_\_\_

Careers & Higher Education..... \_\_\_\_\_

School-based Programs ..... \_\_\_\_\_

## Major 4-H & Youth Development Events & Duties

4-H Annual Recognition Event ..... \_\_\_\_\_

County Livestock Show ..... \_\_\_\_\_

Major Livestock Shows..... \_\_\_\_\_

4-H Livestock, Horse, & Poultry Workshop..... \_\_\_\_\_

4-H Livestock Validation..... \_\_\_\_\_

4-H Newsletter ..... \_\_\_\_\_

4-H Showmanship Clinic ..... \_\_\_\_\_

4-H Food Show (County, District, State) ..... \_\_\_\_\_

4-H Horse Show (County, District, State) ..... \_\_\_\_\_

4-H Fashion Show (County, District, State) ..... \_\_\_\_\_

4-H Club Officer Training..... \_\_\_\_\_

4-H Recordbook Training & Judging ..... \_\_\_\_\_

4-H Photography Training..... \_\_\_\_\_

4-H Club Managers Training ..... \_\_\_\_\_

4-H Roundup (County, District, State) ..... \_\_\_\_\_

4-H Annual Fundraiser ..... \_\_\_\_\_

National 4-H Week Promotion Event ..... \_\_\_\_\_

## Family & Consumer Sciences Program Areas

Food & Nutrition ..... \_\_\_\_\_

Food Preservation & Safety ..... \_\_\_\_\_

Food Buying Practices ..... \_\_\_\_\_

Health & Safety ..... \_\_\_\_\_

Home Environment..... \_\_\_\_\_

Clothing & Textiles ..... \_\_\_\_\_

Parenting Education..... \_\_\_\_\_

Texas Extension Education Association, Inc. Study Groups..... \_\_\_\_\_

Major Family & Consumer Sciences Events

Child Care Conference ..... \_\_\_\_\_

Community Resource & Economic Development Program Areas

- Emergency Preparedness & Management \_\_\_\_\_
- Community Education ..... \_\_\_\_\_
- Animal Issue ..... \_\_\_\_\_
- Youth Education..... \_\_\_\_\_
- Major Community & Resource Economic Development Events  
\_\_\_\_\_

**EXTENSION PARTNERS & COLLABORATIONS**

Focus on identifying local organizations and groups that work cooperatively with Extension-led programming efforts and those serving as primary contacts for each respective group.

Agriculture & Natural Resources

- Texas Department of Agriculture ..... \_\_\_\_\_
- USDA Farm Service Agency ..... \_\_\_\_\_
- USDA Na ..... \_\_\_\_\_
- County S ..... \_\_\_\_\_
- County F ..... \_\_\_\_\_

In this section, list all local groups or organizations that you will work closely with during the year on planned programs. Only include groups that are truly partners or collaborators. This list should change from year to year depending on the programs planned for the year. List these groups for each of the major program areas: ANR, 4-H , FCS, and CRED. The organizations listed are examples. Replace these groups with those that are valid for your county. Be specific.

4-H & Youth

- Independ ..... \_\_\_\_\_
- Home School Association..... \_\_\_\_\_
- \_\_\_\_\_

Family & Consumer Sciences

- Texas Department of Health & Human Services ..... \_\_\_\_\_
- Texas Workforce Commission ..... \_\_\_\_\_
- \_\_\_\_\_

Community Resource & Economic Development

- Development Council..... \_\_\_\_\_
- Chamber of Commerce ..... \_\_\_\_\_
- County Emergency Committee ..... \_\_\_\_\_
- \_\_\_\_\_

**COMMUNITY BASED ORGANIZATIONS**

Focus on identifying local organizations that are important to clientele in the community and those serving as the key contact for each.

Civic Clubs

- Kiwanis Club ..... \_\_\_\_\_
- Lions Club ..... \_\_\_\_\_
- Rotary Cl ..... \_\_\_\_\_

In this section, list groups that you would consider to be "grassroots" organizations that hold key opinion leaders in the county. List the agent who is responsible for building or maintaining relationships with each group.

Faith Based

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**PROGRAM INTERPRETATION & MARKETING**

