ANNUAL ASSIGNMENT OF JOB RESPONSIBILITIES

County: YOUR COUNTY Program Year: 20XX

GUIDELINES for filling out Job Responsibilities form

Jan-Dec of the Calendar Year

PROGRAM LEA	<u>ADERSHIP</u>	<u>AGENT</u>
Focus on identifying those	e responsible for serving as the lead contact for specific programming and administrative duti	es.
<u>Base Progran</u>	<u>1S</u>	
Agricultu		·····
4-H and \	This section identifies the agent who will provide primary leadership	
Family &	for each of the base program areas. Lead agent is first, then support agents follow to the right. Use initials to identify agents responsible.	
Commun	agents follow to the right. Ose illitials to identify agents responsible.	
Special Progr	ams_	
Better Liv		
	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.	
	These are typically grant failured programs.	
Program Lea		<u></u> 1
County C	These assignments are typically made by the DEA. Changes can be	
4-H and	proposed by the staff but must be approved. Leadership for the LAB	·····
Leadersh	is typically the responsibility of the county coordinator, while the	
Position a	Youth Board is the responsibility of the 4-H Coordinator.	ble online. Agents
	o these positions are responsible for reviewing the position descri	
annual bas	sis for any updates.	
Focus on identifying those <u>LAB-Validate</u>	e programming issues, Extension-led planning groups, those provide respective leadership for dissues	each.
	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.	
		······ <u> </u>
Extension Pla	nning Groups (Program Area Committees, Task Forces, Coalitions, Committees)	
Beef Cattl	e Committee	······ <u></u>
Field Crop	os Committee	ı·····
4-H FCS (In this section, you should list all Extension-organized planning groups	·····
4-H Lives	that provide support to the program areas for which you provide	
Horticult	leadership. The groups listed are examples. Replace them with your	
Master G	groups. If you list it, you will be held responsible for this group. If	
4-H and	multiple agents are involved, the lead agent should be listed first.	
4-H Aduli	This list should NOT include external groups (Farm Bureau, commodity groups, etc.).	
4-H Club	commonity groups, etc.).	
L	ty Council	
	Consumer Sciences Committee	
•	ross Texas" Task Force	
VV an Aci	OSS TEAGS TOOK FOLCE	·····

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

<u>Community R</u>	esource & Economic Development Program Areas	
Emergeno	ry Preparedness & Management	
Comm	nunity Education	
Anima	Il Issue	
Youth	Education	
	mmunity & Resource Economic Development Events	
,		•••••
EXTENSION PA	ARTNERS & COLLABORATIONS	
	Il organizations and groups that work cooperatively with Extension-led programming effo	rts and those serving as
primary contacts for each		
	<u>Natural Resources</u>	
•	partment of Agriculture	
_	m Service Agency	············ <u> </u>
USDA Na	In this section, list all local groups or organizations that you will work	
County S	closely with during the year on planned programs. Only include	
County F		
	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-	
4-H & Youth	H , FCS, and CRED. The organizations listed are examples. Replace	
Independ	these groups with those that are valid for your county. Be specific.	
-	ool Association	
•	ver Sciences Dartment of Health & Human Servicesrkforce Commission	
Community R	esource & Economic Development	
·	nent Council	
•	of Commerce	
	nergency Committee	
County Li	nergency committee	
CONTRALIBITY	PACED ODCANIZATIONS	
	BASED ORGANIZATIONS organizations that are important to clientele in the community and those serving as the key or	contact for each
<u>Civic Clubs</u>	organizations that are important to element in the community and those serving as the key c	contact for each.
	lub	
Lions Club		
Rotary Cl		
Notal y Ci	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	
Faith Dassal	with each group.	
<u>Faith Based (</u>		

Focus on identifying all relevant elected officials (by name and title) along with others outlets for communicating Extension programs locally and those serving as the key contact for each.

County Elected Officials County Judge	Elected Offici	<u>als – (List Names of Individuals)</u>	
Precinct 1 Commissioner Precinct 2 Commissioner Precinct 2 Commissioner Precinct 3 Commissioner Precinct 4 Commissioner Precinct 5 Commissioner Precinct 5 Commissioner Precinct 6 Commissioner Precinct 7 Commissioner Precinct 7 Commissioner Precinct 8 Commissioner Precinct 8 Commissioner Precinct 9 Commissioner Precinct 9 Commissioner Precinct 1 Commissioner Precinct 2 Commissioner Precinct 9 Commissioner Precinct 1 Commissioner Precinct 2 Commissioner Precinct 1 Commissioner Precinct 2 Commissioner Precinct 1 Commissioner Precinct 2 Commissioner Precinct 2 Commissioner Precinct 1 Commissioner Precinct 2 Commissioner Precin	County El	ected Officials	
Precinct 2 Commissioner Preci A Commissioner Preci	Count	y Judge	<u></u>
Precipies 2 Commissions Precipies 3 Commissions Precipies 3 Commissions In this section, list groups that you would consider to be "grassroots" or again again and that hold key opinion leaders in the county. List the agent who is responsible for building or maintaining relationships with each group. Federal Elected Officials U.S. Congressman Local Elected Officials Mayor School Board President Major Media Serving the County Radio Televisio In this section, list all mass media that serves your county. Remember that a media group does not necessarily have to be located in your county to serve your county. Print (Newspaper, Magazine, Industry) SIGNATURES OF COUNTY EXTENSION FACULTY: Signature Printed Name Title Date All agents must sign this document to ensure that all responsibilities have been developed collaboratively and that all agents are aware of and agree to these responsibilities. This represents your recommendation to the DEA.	Precir	nct 1 Commissioner	<u></u>
Precii State Ele State Federal Elected Officials U.S. Congressman Local Elected Officials Mayor School Board President Major Media Serving the County Radio Televisio In this section, list all mass media that serves your county. Remember that a media group does not necessarily have to be located in your county to serve your county. Print (Newspaper, Magazine, Industry) SIGNATURES OF COUNTY EXTENSION FACULTY: Signature Printed Name Title Date All agents must sign this document to ensure that all responsibilities have been developed collaboratively and that all agents are aware of and agree to these responsibilities. This represents your recommendation to the DEA.			<u></u>
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State	Preci		
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Local Elected Officials Mayor School Board President	Federal E	lected Officials	
Local Elected Officials Mayor School Board President	U.S. C	ongressman	
Local Elected Officials Mayor School Board President			
School Board President			
School Board President	Local Elec	ted Officials	
School Board President	Mayo	r	
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Approved: and agree to these responsibilities. This represents your recommendation to the DEA.		All agents must sign this document to ensure that all responsibilities	
recommendation to the DEA.			
	Approved:		
District Extension Administrator Date		recommendation to the DEA.]
District Extension Administrator Date			-
	District Extension	Administrator Date	