**Position Summary and Preferred Qualifications** are combined for any associated posting.

**Position Summary:** Explain the purpose for the position and summarize the responsibilities.

This position is classified as an Association Executive Director, and will serve as the Chief Executive Officer for Cornell Cooperative Extension Association of Clinton County, accountable to the Association Board of Directors and the Director of the Cornell Cooperative Extension System. This position is responsible for leadership and management of the organization within the guidelines of policies and procedures both locally and within the Cornell Cooperative Extension System. The Executive Director will be responsible for performing administrative responsibilities of the Association, exercising professional judgment and executive skills in providing effective, high-level leadership and management for overall Association operations. The Executive Director will develop and project a compelling and contemporary vision for extension programming to both internal and external stakeholders. The Executive Director will be engaged with decision-makers both locally and at Cornell University to be effective in this role, including, but not limited to: board members, legislators, government leaders, community leaders, funding agencies and civic and special interest groups. The Executive Director will develop and maintain effective working relationships with staff, other extension associations, the Northern Regional Shared Business Network, extension administration, Cornell faculty, and stakeholders.

This position will also provide leadership in the planning, implementation, and evaluation of educational programs in the areas of 4-H Youth Development and Family Consumer Science for Cornell Cooperative Extension of Clinton County; will provide leadership and guidance to staff involved in special contracts and grant funded projects as appropriate. This position will support program activities and requirements consistent with research based curriculums and information. This position will coordinate and support other programs and areas as appropriate. Various delivery methods will be utilized, including, but not limited to: teaching, consulting, training facilitators and volunteers, development and distribution of written materials, and through the use of multi-media efforts. Program evaluation, accountability and reporting are integral responsibilities of the position.

The Executive Director will provide leadership in overall educational program development and implementation, and will ensure that all educational programs reflect the current needs and the diversity of people in Clinton County and the North Country, and that they conform to the objectives and mission of Cornell Cooperative Extension and this Association. This position will appreciate and embrace diversity in all interactions with clientele, staff, volunteers, and the public. This position is responsible for carrying out other professional duties as assigned to fulfill the policies and priorities of the Association. This position supports and complies with affirmative action policies and procedures and the Americans with Disabilities Act.

**Required Qualifications:**

- A Master’s Degree appropriate to the responsibilities of the position.
- A minimum of six (6) years of progressively responsible experience with at least four years of substantive leadership and management responsibilities including human resources, finance and organizational management. PhD may substitute for two years’ experience.
- Substantive coursework and/or experience in education.
**Preferred Qualifications:** Specify preferred specialized education, field and/or certifications.

- Demonstrated success in fund development.
- Demonstrated ability in strategic planning, ability to establish and communicate goals and objectives, and to set meaningful and achievable plans-of-work.
- Demonstrated knowledge of effective management practices and procedures, including a working knowledge of fiscal planning, budget management, proposal writing, and personnel management.
- Demonstrated ability to staff, develop, motivate, and work with personnel (paid staff, board, committees, and implementation volunteers).
- Demonstrated ability to work with the general public, community leaders and government officials, and to assess local community issues.
- Demonstrated effective use of varied oral and written communication methods (e.g., social media, radio, TV, print, computer, and meetings).
- Demonstrated ability to respond decisively, accurately, confidently and courteously to challenges and opportunities.
- Demonstrated knowledge of the operation, philosophy, and objectives of a non-formal education system such as Cooperative Extension.
**Skills for Success**

(These following skills are essential for individual and organizational success)

<table>
<thead>
<tr>
<th>Skills</th>
<th>Examples of Demonstrated Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inclusiveness</td>
<td>• Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs in reference to areas such as ethnicity, race, gender, creed, and sexual orientation</td>
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<tr>
<td></td>
<td>• Promotes cooperation and a welcoming environment for all</td>
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<td></td>
<td>• Works to understand the perspectives brought by all individuals</td>
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<td></td>
<td>• Pursues knowledge of diversity and inclusiveness</td>
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<td></td>
<td>• Is flexible, open and receptive to new ideas and approaches</td>
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<tr>
<td></td>
<td>• Adapts to changing priorities, situations and demands</td>
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<tr>
<td></td>
<td>• Handles multiple tasks and priorities</td>
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<tr>
<td></td>
<td>• Modifies one’s preferred way of doing things</td>
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<tr>
<td>Adaptability</td>
<td>• Enhances personal knowledge, skills, and abilities</td>
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<tr>
<td></td>
<td>• Anticipates and adapts to technological advances as needed</td>
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<tr>
<td></td>
<td>• Seeks opportunities for continuous learning</td>
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<tr>
<td></td>
<td>• Seeks and acts upon performance feedback</td>
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<tr>
<td>Self Development</td>
<td>• Demonstrates the ability to express thoughts clearly, both orally and in writing</td>
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<td></td>
<td>• Demonstrates effective listening skills</td>
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<td></td>
<td>• Shares knowledge and information</td>
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<td></td>
<td>• Asks questions and offers input for positive results</td>
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<tr>
<td>Communication</td>
<td>• Builds working relationships to solve problems and achieve common goals</td>
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<tr>
<td></td>
<td>• Demonstrates sensitivity to the needs of others</td>
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<td></td>
<td>• Offers assistance, support, and feedback to others</td>
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<td></td>
<td>• Works effectively and cooperatively with others</td>
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<tr>
<td>Teamwork</td>
<td>• Is approachable/accessible to others</td>
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<td></td>
<td>• Reaches out to be helpful in a timely and responsive manner</td>
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<td></td>
<td>• Strives to satisfy one’s external and/or internal customers</td>
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<td></td>
<td>• Is diplomatic, courteous, and welcoming</td>
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<tr>
<td>Service-Minded</td>
<td>• Demonstrates accountability in all work responsibilities</td>
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<td>• Exercises sound and ethical judgment when acting on behalf of the university</td>
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<td>• Exercises appropriate confidentiality in all aspects of work</td>
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<td>• Shows commitment to work and to consequences of own actions</td>
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<tr>
<td>Stewardship</td>
<td>• Shows initiative, anticipates needs and takes actions</td>
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<td>• Demonstrates innovation, creativity and informed risk-taking</td>
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<td></td>
<td>• Engages in problem-solving; suggests ways to improve performance and be more efficient</td>
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<td></td>
<td>• Strives to achieve individual, unit, and university goals</td>
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</table>
**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:** List the position’s assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position. Estimate of % will vary with needs and changing priorities.

<table>
<thead>
<tr>
<th>Approximate % of time, Annualized</th>
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<td>50%</td>
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</table>

### Association Leadership and Management

#### I. Organization Leadership
- **Vision, Mission and Strategies** – Working with the Board of Directors, the Executive Director encourages local application and engagement with the CCE System Mission, Vision and Values and develops local goals and strategies and adaptations as appropriate but ensures that local priorities and actions are reflective of the system direction.
- **Executive Director/Board Partnership** – The Executive Director implements and manages policies established by the Board of Directors. They have a joint responsibility for developing and maintaining a strong working relationship and an effective communication system. Together, they enable an effective working partnership with county government and Cornell University.
- **Marketing and Public Image** – In conjunction with the board and staff, establish and maintain positive relationships with the many individuals and groups that support the work of the organization. Have an understanding of and value for marketing techniques, including the use of social media, and how these techniques can advance the mission of the Association.
- **Financial Planning and Resource Development** – In partnership with board members and appropriate staff, establish and implement financial development strategies and ensure effective management and monitoring of association resources in compliance with CCE standards and policies.
- **Shared Business Network** – Participate and work collaboratively as an active member in the Northern Region Shared Business Network Administrative Management (AMG) meetings.
- **Extension System Liaison** – Participate and collaborate in quarterly extension executive leadership conferences and in regional meetings; provide liaison and linkages between the Cornell Cooperative Extension system and Cornell Cooperative Extension of Clinton County.

#### II. Management and Operations
- **Accomplishment of Management Objectives** – Lead the staff in implementation of the strategic plan and program plans of work.
- **Fiscal Management** – Assure that solid planning and budgeting systems are in place, the organization’s goals and strategic planning serve as the basis for financial planning, and that financial planning and systems are in compliance with CCE standards, policies and procedures.
- **Operations and Facilities Management** – Responsible for day-to-day management, including compliance with legal and regulatory requirements. Works with staff and delegates implementation as appropriate.
- **Human Resources** – Select, orient, lead and manage a staff of educators, office support personnel, and other staff as appropriate. Ensure compliance with legal and regulatory requirements in all aspects of the HR function. Evaluate and implement progressive human resource programs and procedures, as well as to ensure equal employment opportunity.

#### III. Administrative Program Leadership and Management
**Program Leadership** – Provide leadership for the program development process for all program areas in the Association, including the establishment of priorities, a staffing plan, resource acquisition and allocation and evaluation processes to assure program quality, consider the diversity of the community, and to meet Equal Program Opportunity guidelines.

**Program Management** – Delegate program management responsibility to Extension Educators as appropriate.

**Regional Operations** – Actively pursue opportunities to expand program capacity, improve administrative efficiency, and reduce operation expenses with other Cornell Cooperative Extension Associations.
# 4-H Youth Development and Family Consumer Science Program Responsibilities

## I. Program Area Leadership, Program Development and Priority Setting
- Serve as Program Leader for 4-H and Family Consumer Science, providing leadership for the development, implementation and evaluation of 4-H Youth Development and Family Consumer Science Programs, and ensure quality educational programming is realized.
- Work with program team to identify educational program needs and to expand current programming efforts in the 4-H Youth Development and Family Consumer Science Program areas.
- Provide leadership in developing innovative programming to address identified issues and ensure content conforms to policies and objectives of Cornell University and this Association.
- Promote team efforts and in conjunction with other program areas, participate and collaborate in multidisciplinary, multi-association, and state-wide efforts to address priority issues and establish goals and objectives.
- Provide leadership in developing and expanding county and regional programming efforts.
- Coordinate grant and contract applications to secure additional funding to support and expand current programming efforts in the 4-H Youth Development and Family and Consumer Science Program Areas.
- Provide support and leadership for Program Area Advisory Committees.

## II. Program Management/Coordination/Implementation
- Coordinate and manage short and long-range program implementation, program planning, and program activities of 4-H Youth Development and Family Consumer Science staff.
- Network and collaborate with appropriate agencies, organizations and community leaders to enhance relationships in support of programming.
- Coordinate, manage and implement the Volunteer Involvement Policy.
- Coordinate outreach efforts to program participants and clients that foster confidence in programming and competence of staff to build strong and vibrant communities.
- Work as a team member and collaborate in multi-county and regional 4-H Youth Development and Family Consumer Science Programs.
- Facilitate inter-community cooperation and communication by maintaining a positive working relationship and visible presence not only with Clinton County government but also with other area townships and school districts.
- Promote acceptance of quality programs, delivery strategies, and policies to address individual and community needs and consider diverse audiences.
- Interpret Cornell program direction to association committee members and provide interaction with Cornell program units, faculty and administration.

## III. Program Area Administrative Management
- Coordinate professional development activities/professional improvement plans for 4-H Youth Development and Family Consumer Science Program staff.
- Provide leadership and management in budget development, budget implementation and fiscal management of the 4-H Youth Development and Family Consumer Science Program areas.
- Work to coordinate the purchase of program materials and resources utilizing Association purchasing policies and procedures.

## IV. Program Area Evaluation
- Develop written reports regarding work plans and accomplishments as required.
- Analyze, evaluate and implement program improvement initiatives for strengthening and improving educational programs.
- Submit reports related to program assessment and accountability that are fully integrated into the comprehensive evaluation and accountability activities of the Association.
- Consult with Association clients, volunteers, community leaders, and Cornell University faculty to assist in assessing the effectiveness and relevancy of the 4-H and Family Consumer Science Area programs and priorities.
**EEO/EPO**

- Identify and structure contemporary, innovative, issue-based programs that address local needs and consider the diversity of the community through work with program committees, advisory groups, and program participants.
- Ensure program outreach to diverse audiences.
- Appreciate and embrace diversity in all interactions with staff, program participants, volunteers and the community.

**Professional Development**

- Jointly develop a professional development plan with the Association President and pursue its accomplishment to increase competency in the position.
- Participate in appropriate orientation, training, in-service education, and formal coursework locally and at Cornell University as appropriate.
- Actively serve on appropriate regional, state and national committees, task forces and initiatives that support overall educational and organizational efforts of the Cornell Cooperative Extension System.
- Contribute to applied research and evaluation projects in collaboration with Cornell faculty, as appropriate.

**ADDITIONAL COMMENTS**: **USE EXTRA PAGES IF NECESSARY.**

- Must furnish own transportation and have ability to meet the travel requirements of the position.
- Must have the ability and willingness to work flexible hours, including nights and weekends.

<table>
<thead>
<tr>
<th></th>
<th>Applies to all position responsibilities</th>
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<tbody>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
<tr>
<td>5%</td>
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</tbody>
</table>
FOR EACH FACTOR BELOW, CHECK THE PHRASE THAT BEST FITS THE CHARACTERISTICS OF THIS POSITION
Please double-click the appropriate box and then choose the option “Checked”.

MINIMUM EDUCATION EQUIVALENCY:
- High School Diploma
- Training 6 months to 1 year, technical trade-no degree
- Associate’s Degree
- Bachelor’s Degree
- Training beyond Bachelor’s, less that Master’s Degree
- Master’s Degree
- PhD/EdD/JD/ or LLB

MINIMUM JOB-RELATED EXPERIENCE:
- Less than 6 months
- 6 months to 1 year
- 1 to 2 years
- 2 to 3 years
- 3 to 4 years
- 4 to 5 years
- 5 to 7 years
- 7 but less than 10 years
- More than 10 years

ACCOUNTABILITY THROUGH SCOPE OF IMPACT:
- Limited; immediate work group/association
- Moderate; beyond the association
- Substantial; beyond association
- Significant; beyond State CCE System/Association

INTERACTION WITHIN ASSOCIATION:
- Receive/provide information
- Assist others; provide/obtain cooperation
- Provide guidance/coordinate activities/contribute to work groups
- Coordinate major activities/sensitive situations
- High level interaction; considerable diversity, highly sensitive and/or confidential

INTERACTION WITH VOLUNTEERS:
- None to limited
- Occasional; provide information
- Frequent; provide advice on complex issues or provide instruction on more complex equipment

INTERACTION OUTSIDE ASSOCIATION:
- Limited
- Conduct straightforward business; provide information
- Conduct complex business; provide/receive/analyze/develop guidance and advice
- Develop/make presentations and negotiate

DIRECTING OTHERS:
- No responsibility for others
- Occasional guidance to co-workers
- Supervises others who perform similar work
- Manages, assigns and reviews work of others
- Manages supervisors
- Broadly directs managers

WORKING CONDITIONS

ESSENTIAL PHYSICAL REQUIREMENTS*
- Typically lifts less than 10 lbs
- Typically lifts 10 to 20 lbs
- Typically lifts 20 to 50 lbs
- Typically lifts more than 50 lbs

VISUAL
- Normal concentration
- Close concentration
- Close concentration/manual dexterity
- Acute concentration/eye-hand coordination

HAZARDS
- Limited exposure
- Chemicals/careful use
- Chemicals/safety precautions
- Highly toxic chemicals

* Check applicable level after considering reasonable accommodations.