



## Island County Extension Director

Position #39398 Search #5257

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### APPLICATION PROCESS:

Screening of applications will begin February 15, 2010.

Apply by submitting a letter describing how your experience and training meet the qualifications for this position. Also send a current vita or resume, a copy of college transcripts, and three signed letters of reference dated within the past year to:

Lisa Clyde  
WSU Extension  
413 Hulbert Hall  
P.O. Box 646248  
Pullman, WA 99164-6248  
509-335-2822  
FAX 509-335-2926  
[eeocoord@wsu.edu](mailto:eeocoord@wsu.edu).

For more information on the WSU Tenure and Promotion process, go to:  
<http://ext.wsu.edu/admin/PDF/cfaculty.pdf>

For further information about the position, contact  
Jim Kropf  
Search Committee Chair  
2606 West Pioneer,  
Puyallup, WA 98371  
telephone: 253-445-4526, or  
email: [jakropf@wsu.edu](mailto:jakropf@wsu.edu).

### POSITION DESCRIPTION:

Official Title: County Extension Director, open rank, full-time, 12-month, tenure-track faculty position.

### JOB DUTIES AND RESPONSIBILITIES:

The WSU Island County Extension Director is responsible for providing program leadership and administrative support for the overall planning, fund development, implementation, reporting, and evaluation of the Island County Extension program; for administration and management of the Island County Extension office; and for conducting educational programs as appropriate.

### Programmatic Responsibilities: (accounts for 65 percent of the position)

May include any or all of the following:

- Location and scope of work – The primary work location is centered in Island County with collaborative relationships with neighboring counties as synergistically beneficial to serve educational programming needs. The scope of work is expected to address natural resources, agricultural and environmental issues and subject matter relevant to the local population and within the educational span and availability of WSU Extension resources.
- WSU Extension Goals addressed by this position.
  - **Create and Sustain Vibrant Communities**  
Reduce poverty in Washington communities by working with communities to build local leaders and explore income development opportunities. Work where appropriate with local community leaders and agencies to build educational and leadership opportunities for local residents to engage with and serve their communities.
  - **Create and Sustain Business, Jobs, and Economic Vitality of Washington**  
Partner with the local Economic Development council and other relevant community entities in planning and sponsoring educational activities where WSU resources can be brought to serve local needs in the creation of local living wage jobs. Where appropriate and opportunities arise, facilitate recognition and transfer of technologies developed at WSU that can enhance and support development of local environmentally sustainable businesses.
  - **Enhance Natural Resources and Environmental Stewardship.**  
Improved economy and quality of life by working with local land and forest owners to assist in the planning and sponsorship of educational events associated with local natural resource management and development and conservation of alternative, sustainable, and traditional energy sources.

Work on programs relevant to Puget Sound environmental education programs, including overall vision and leadership for the Beach Watchers environmental program and collaborate with other local and regional agencies and organizations on issues affecting Puget Sound.

- **Enhance Economic Opportunities for Agricultural Enterprises While Protecting Washington's Resources.** Increase profitability and competitiveness of agricultural and food enterprises by working with existing local farmers and potential new producers to explore innovative cropping and marketing alternatives appropriate to the unique growing and marketing climate of the Puget Sound.

Increase application of alternative agricultural systems by supporting the introduction of new and developing alternatives and methods for local food production and marketing. Work with local producers and interested potential producers to research and make available new and developing information and expertise on important locally relevant agricultural topics. Address information and educational needs in support of local subsistence farming and food production.

- **Empower Youth and Families to Achieve Social, Economic, and Educational Success.** Reduce risk behaviors in local by improving decision making and advancing the development of leadership and life skills through support and expansion of the 4-H program and other youth development opportunities. More information on the WSU Extension Framework and program opportunities can be found at: <http://ext.wsu.edu/framework/>.
- Assessment and Evaluation Responsibilities
  - Actively engages stakeholder input and utilizes effective needs assessment processes in efforts to tailor educational programming to meet local needs.
  - Documents learning (short-term outcomes), application of learning (intermediate-term outcomes), and change in condition (long-term outcomes) using appropriate methodologies and modifies program delivery techniques as appropriate.
  - Complete and submit reports in a professional manner and within communicated deadlines.
- Extramural Funding Responsibilities
  - Seeks and acquires extra-mural funding to support highly effective program delivery in areas of highest priority leading to measurable short, intermediate, and long-term outcomes.
- Scholarship Expectations
  - Creates high quality scholarly products (creative concepts that are widely communicated and validated by appropriate peers) related to programmatic focus area(s). Within this context, scholarship can take on many forms including, but not limited to, publication in peer-reviewed journals, books, proceedings and abstracts, and approved extension publications; peer-validated presentations; and creation of other forms of durable scholarly products
- Leadership, Teamwork, and Professional Development
  - Works effectively with internal and external partners to deliver effective programming to target audiences.
  - Effectively and professionally leads committees, teams, and other groups as appropriate for the position.
  - Seeks and acquires on-going professional development to enhance program effectiveness, the ability to acquire resources to support a highly effective program, outreach to diverse audiences, and the ability to work effectively with others.
- Professional Development and Advancement of WSU Extension
  - Effectively and professionally portrays Washington State University and WSU Extension to local, statewide, and national stakeholders by using appropriate and approved logos, marketing materials, and methodologies.
  - Provides effective and appropriate levels of service to WSU, the Extension profession, constituent groups, and the general public.
  - Clearly demonstrates a commitment to diversity in staffing, advisory committees, and among target audiences for all programming.
  - Maintains collegial and respectful relationships with colleagues, other professionals, and stakeholders.

- Understands and follows WSU and WSU Extension policies and procedures.

### **County Director Responsibilities**

Administration accounts for about 35 percent of the position.

- The position supervises and supports eight full- and part-time county staff in short term and long-range program planning to develop county programs that meet the needs and priorities of Island County residents.
- Serves as County Extension Director and Department Head and interacts with other county department heads in carrying out county government public service functions.
- Provides leadership for the development and successful operation of an overall County Extension Advisory System to gather public input and direction for local programming needs and direction.
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- Provides leadership for effective Extension programs. Monitors and guides the programming efforts of staff for relevance, completeness, and impacts. Supports staff delivery of programs in all program areas.
- Responsible to develop and manage an annual county budget and to work in support of other program promotion and fund raising efforts which support the local Extension program.
- Coordinates the preparation of annual reports, and other documentation of activities and accomplishments for the public, county government, WSU Extension administration and the federal extension system.
- Shares responsibility with county staff in developing an annually updated Civil Rights Plan and insures compliance with appropriate civil rights, affirmative action, and diversity related statutes and guidelines. Seeks to expand local programming needs and direction.
- Promotes higher education access for place-bound adults and students of color.
- Works with the county staff in the preparation of requests for extramural funding, contracts and grants; developing proposals that enhance programs and the organizational mission at the county level.
- Develops a public relations/communication strategy to bring visibility to the impact of Extension programs to the county. Fosters positive relationships with elected officials, congressional representatives and staff, business and community leadership, foundations and nonprofit organizations, and agency representatives; Involves staff and volunteers in communicating and highlighting Extension programs.
- Coordinates and supports the procurement of, and works with the county facilities management to maintain, adequate office space, equipment and supplies. Secures necessary resources to implement plans, supports staff development and enhances clientele access to information sources via the use of technology.
- Provides leadership for the orientation, professional development, and performance review of staff according to established organizational procedures.
- Responsible for personnel management of Island County staff members. Establishes and monitors procedures for conformance with county government professional policies and procedures.
- Participates in a program of personal professional development activities in order to maintain effectiveness in leadership and management roles to maintain a disciplinary competence in the educational role.
- Participates with District Director in the shared leadership of the Western Extension District.
- Carry out other duties as assigned.

### **Line of Responsibility:**

The WSU Island County Extension Director is responsible to the Western District Director.

### **Administrative Relationships:**

This position is appointed by the Associate Dean for Washington State University Extension (WSUE). This individual provides administrative and programmatic leadership to the Island County staff. This person assumes leadership for communication with the board of county commissioners, other county department heads, other local officials, and community partners.

### **Relationships:**

- Participate as a member of the WSU Extension team in Island County and work with Western District county directors, faculty and staff. Collaborate with faculty and staff at cluster, district, centers, Research and Extension Center, department, and state levels.

- Develop and maintain a collaborative relationship with the faculty and staff at the WSU Northwestern Washington Research and Extension Center at Mount Vernon.
- Develop and maintain collaborative relationships with Washington Sea Grant; the Island County Marine Resources Committee; the Northwest Straits Commission; local, state and federal agencies, including the Whidbey Island Conservation District, the Island County Water Resources Advisory Committee, and the National Oceanic and Atmospheric Administration (NOAA); and relevant organizations and non-profits.
- Promote external communications and develop effective partnerships with elected officials, community leaders, and organizations at the local, state and federal level.
- Collaborate with Island County departments and programs as appropriate.

**MINIMUM QUALIFICATIONS:**

1. Master's degree in Agriculture, Natural Resources, Environmental Sciences or other field of specialization related to position responsibilities as described.
2. Demonstrated ability to communicate effectively using verbal, written, and listening skills in relating to a variety of audiences including elected officials, staff, volunteers, media, agency representatives, and youth.
3. Demonstrated proficiency in computer technology in a networked environment and contemporary communication technologies.

**HIGHLY DESIRED QUALIFICATIONS:**

1. Demonstrated experience in resource development, procurement, and financial management.
2. Demonstrated ability to effectively plan, develop and deliver Extension or other non-formal educational programs.
3. Successful experience working independently and as a productive team member/team leader.
4. Experience in establishing successful collaborative partnerships to address community issues.
5. Volunteer management skills and experience related to recruiting, training, and retention of volunteers.
6. Demonstrated experience in creating a workplace climate for equitable relationships and fair treatment of all individuals, including conflict management skills and team building.
7. Demonstrated ability to carry out program evaluation and impact reporting.
8. Demonstrated experience leading or serving on a community board.
9. Experience with budget development and management.
10. Ability to successfully participate in the production of curricula, academic papers, reports, and other scholarly products.
11. Demonstrated ability to work effectively with diverse audiences from a variety of socioeconomic levels and ethnic and cultural backgrounds.

**JOB EXPECTATIONS:**

- Ability to travel year-round using own reliable transportation (mileage reimbursed) is required. Evening and weekend work in communities is required. While using a private vehicle for official business, the successful candidate must obtain current automobile liability insurance (meeting the requirements described in RCW 46.30.020, and RCW 46.09.090) and possess a valid driver's license.
- Extension faculty members are hired into the organization, not into a specific geographical location. It is possible that future circumstances may require relocation.
- Understand and carry out the principles and specific requirements of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Affirmative Action Plan, and all pertinent rules and regulations.

**SALARY:**

Salary is commensurate with the candidate's academic and professional qualifications and available funding. The Extension County Director responsibilities carry an administrative stipend. State of Washington benefits and enrollment in TIAA-CREF are included. For more information on benefits at WSU, go to: <http://www.hrs.wsu.edu/benefits>.

**LOCATION:**

Coupeville, Washington – 101 NE 6<sup>th</sup> Street. Island County is located in northwestern Washington. The county has two major islands, Whidbey and Camano, each accessible by road. Oak Harbor is the largest city in the county with a population of 21,000. Island County ranks 11<sup>th</sup> in population in the state with 76,000 residents. The county is 90 percent white with four percent Asian and four percent Latino origin. The county is host to multiple military installations. The government is the major employer in the county. Although much of Island County maintains a rural atmosphere, south Whidbey Island is only a 20 minute ferry ride to the mainland and metropolitan Seattle. The farm gate value of Island County agriculture is \$9.8 million, ranking the county 33<sup>rd</sup> in the state. Although overall farm numbers have declined, more landowners are interested in diversifying their crop production and using direct marketing and value-added opportunities. More information on Island County can be found at: <http://www.islandcounty.net/>.

There are eight full- and part-time staff that provide educational leadership to community horticulture, 4-H Youth Development, and natural resources and environmental programs. This position directly manages a county budget that exceeds \$159,000. In addition, this position has managed extramural funds that exceed \$500,000 annually. There are over 630 volunteers that participate in major programs such as Beach Watchers, Master Gardeners and 4-H Youth Development. More information on WSU Island County Extension can be found at: <http://www.island.wsu.edu/>.

**WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER.** Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU is committed to excellence through diversity, has faculty friendly policies including a partner accommodation program, and a NSF ADVANCE Institutional Transformation grant (see <http://www.excelinse.wsu.edu/>.)

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

Washington State University is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or [hrrs@wsu.edu](mailto:hrrs@wsu.edu).