



## County Extension Program Assistant County Extension

CE/1 – 576P, 571P

### JOB SUMMARY

This position provides support for County Extension programs and services.

### MAJOR DUTIES

1. Assists in the provision of educational services to the public on matters related to agriculture, horticulture, and natural resources; promotes classes to the public; provides instruction.
2. Coordinates the Master Gardener Extension volunteer program as assigned; recruits, trains, and coordinates volunteers; develops educational programs for youth via the Junior Master Gardener program.
3. Assists in implement 4-H programming as assigned; plans, prepares and conducts 4-H activities, including summer camps, services activities, educational competitions, club meetings, etc.; transports and supervises youth.
4. Works with county staff to ensure allocated funds are within limits; seeks additional resources for programs.
5. Answers telephone and greets visitors; provides information and assistance.
6. Prepares a variety of regular and special reports.
7. Participates in training sessions and conferences as required.
8. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of University of Georgia College of Agricultural and Environmental Science guidelines.
2. Knowledge of state and county policies and procedures, including the directives governing the provision of county extension services.
3. Knowledge of 4-H program policies and procedures.
4. Knowledge of agriculture, horticulture, and natural resources.
5. Skill in instructing and supervising youth.
6. Skill in developing and implementing youth and adult programming,
7. Skill in the use of computers and job-related software programs.

### SUPERVISORY CONTROLS

The Extension Agent assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include county policies and procedures, 4-H handbooks and training manuals, University of Georgia College of Agricultural and Environmental Sciences guidelines, and university policies. These guidelines are generally clear and specific, but may require some interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- This position performs directly-related duties in the development and implementation of County Extension programming. Program scheduling and classroom space issues contribute to the complexity of the work.
- The purpose of this position is to assist in planning and conducting programs for youth and adults. Successful performance helps ensure research information is properly disseminated.

## CONTACTS

- Contacts are typically with co-workers, program participants, other county employees, representatives of community organizations, district Extension staff, county extension agents, media representatives, program volunteers, and the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate and influence persons.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed with the employee intermittently sitting, standing, bending, crouching, stooping, or walking. The employee occasionally lifts light and heavy objects, climbs a ladder, and uses tools requiring a high degree of dexterity.
- The work is typically performed in an office, classroom, and outdoors, where the employee may be exposed to dust, dirt, and inclement weather.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

## ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## MINIMUM QUALIFICATIONS

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.