



Job Description: County Office Administrator (COA)

Function

Oversees operation of the county office and serves as the contact between the county, county staff and the Dean and Director's office. Provides leadership for development of the annual budget, securing and managing county appropriations, and the County Advisory Council. The COA may delegate some duties to county Extension co-workers, but the COA remains responsible for ensuring all responsibilities are effectively carried out in a timely and professional manner.

Responsibilities

1. Personnel

- Serves as county team leader, promotes positive working relationships, and assumes leadership for addressing personnel problems when appropriate.
- Orients new program staff about budgets, office operations and relationships, the role of the County Advisory Council and other essential county information.
- Conducts staff meetings at least monthly, or as requested. Forward minutes to the Associate Director.
- Keeps county colleagues fully informed of appropriate organizational, operational and county government matters.
- Following consultation with the respective Program Leader, serves on selection committees, or designates a co-worker, for county educator positions.
- Assumes responsibility for hiring, orienting, training, supervising and evaluating support staff in compliance with county personnel policies. Involves co-workers in the process.
- Validates and signs support staff time records in accordance with county policies.
- Maintains information in a confidential manner regarding all staff.

2. Liaison and Relationships

- Provides executive leadership for the County Advisory Council and recruitment of new members in partnership with council members and co-workers.
- Coordinates County Advisory Council member training with the Council chair and Assistant Director.
- Works with the County Advisory Council chair and Assistant Director to develop council agendas and programs.
- Works with the staff and County Advisory Council to develop and support a county public awareness plan.
- Ensures the County Advisory Council's full involvement in determining, guiding and supporting UNH Cooperative Extension's programs and policies.

3. Office Operations

- Provides leadership for effective office communication, public relations and working relationships with the public, county support groups, County Commissioners, Legislative delegation, other government officials, local agencies, organizations and institutions, including development of a county marketing plan.
- Consults with UNH Cooperative Extension's Communications and IT office when system planning and purchasing county equipment or software intended for networking within the UNH Cooperative Extension IT system.
- Ensures the purchase, inventory and maintenance of supplies and equipment, including appropriate property insurance and disposal.
- When necessary, works with County Advisory Council, County Commissioners, and Associate Director in securing and maintaining appropriate office space.
- In accordance with the UNHCE Emergency Operations/Internal Communication Plan, communicates with administrators and staff in the event of an emergency.

4. Budget Development and Management

- Gives leadership in the development of the annual budget, in consultation with the Assistant Director, Finance & HR by (1) seeking budget requests from co-workers, (2) developing support staff and operating budget (salaries, fringe benefits, insurance, etc.), and (3) projecting operating expenses (rent, postage, telephones, travel, etc.). Once finalized, review budget with the Assistant Director, Finance & HR prior to presentation to the Advisory Council Finance Committee and full County Advisory Council.
- Forwards proposed budget to County Commissioners and Legislative delegation and coordinates the presentation of the budget following process/procedures determined by county government.
- Keeps staff, Extension administration and County Advisory Council members informed of progress throughout the budget adoption process.
- When the budget is approved, submits a copy to the Assistant Director, Finance & HR.
- Represents Extension at county budget reviews as appropriate.
- Assumes responsibility for timely and appropriate expenditure of the budget, including approval of monthly expense vouchers.
- Either personally or by delegating responsibility, verifies and approves all bills submitted for payment.
- In cooperation with the County Advisory Council treasurer, provides monthly financial reports for staff and council members.
- Ensures co-workers remain within their budgets and submit travel vouchers monthly.
- Involves co-workers and County Advisory Council in determining appropriate expenditure of remaining, end-of-year funds in consultation with the Assistant Director, Finance & HR.

- Arranges annual budget audit if one is not provided by county government.
- Reviews county grant proposals to determine potential impact on county operations prior to final approval by the appropriate Program Leader.

5. County Interdisciplinary Programming

- Provides leadership for county interdisciplinary program efforts, including the identification and prioritization of county needs.
- Coordinates and finalizes county plans of action with staff and advisory groups for interdisciplinary efforts.
- Maintains knowledge of the overall county Extension program and impacts and describes them to the County Advisory Council, County Commissioners, Legislative delegation members and others as needed.

6. Reporting and Accountability

- Oversees distribution of staff reports and impact data to County Advisory Council members, county officials, Extension administration and others as appropriate.
- Provides annual co-worker performance appraisal input to the appropriate Program Leaders.
- Assumes leadership for resolving staff complaints and provides guidance to staff on handling clientele complaints.
- Keeps the Associate Director and appropriate Program Leader(s) informed about program, personnel and budget matters of concern.

7. Civil Rights, Affirmative Action and Equal Employment Opportunity

- Maintains necessary documentation and ensures compliance with Civil Rights laws, Affirmative Action, Equal Employment Opportunity, Public Notification and the Americans with Disabilities Act.
- Working in conjunction with the Assistant Director, develops a county Civil Rights plan.

8. Professional Development

- In concert with Extension administration, develops and implements a professional development plan to enhance leadership and administrative skills.