



UNIVERSITY of NEW HAMPSHIRE COOPERATIVE EXTENSION

Job Description: Associate Director, Operations

Role:

Under the direction of the Dean and Director, provide overall organizational leadership for UNH Cooperative Extension. Assist and support the UNH Cooperative Extension Dean and Director, and act on his or her behalf as designated. Specifically, provide overall responsibility for UNH Cooperative Extension's fiscal, human resource and operational management. This includes all funds, including grants, administered by Cooperative Extension and those University departments and organizations that it serves. Responsible for staff hiring and employment and overall administration of human resources for UNH Cooperative Extension's status staff and responsible for the overall administration of USNH and USDA human resource policies and procedures as related to Cooperative Extension.

Specific Responsibilities:

Organizational Leadership and Support:

1. Work with Dean and Director to provide leadership and direction for UNH Cooperative Extension programming and support operations functions.
2. Work closely with the Assistant Director, Programs to ensure educational program development, implementation, evaluation and reporting are executed to provide high impact, relevant educational programs to the people of New Hampshire.
3. Oversee development, distribution, implementation and adherence to organizational policies and procedures. Resolve organizational issues as appropriate.
4. Ensure programmatic involvement of under-served and under-represented audiences and that all educational programming and hiring practices are conducted in full accordance with civil rights, Equal Employment Opportunity (EEO), Affirmative Action (AA) and Americans with Disabilities Act (ADA) policies and procedures.
5. Serve as liaison for the Dean and Director to the Extension Educator Council.
6. Oversee the development and administration of a system to recognize outstanding staff performance.
7. Perform other related duties as assigned.

Financial and Human Resource Operations:

1. Overall financial responsibility and accountability for UNH Cooperative Extension including the management of funds in both the restricted and unrestricted areas.
2. Oversight of USNH Personnel Policies and Procedures as they apply to all Cooperative Extension staff. Serve as the UNH Human Resource Liaison Officer for Cooperative Extension.
3. Direct all personnel procedures including the recruitment, employment and salary administration of all employees consistent with USNH policies and procedures. Ensure all personnel procedures are conducted in full accordance with EEO, AA, and ADA policies and procedures.

4. Oversee the Cooperative Extension Business Service Center (CE BSC). This includes the training regarding USNH policies and procedures for business practice. The CE BSC is the operations center that handles accounting for all Extension activities and is responsible for business and service operations.
5. Oversee the Cooperative Extension Information Technology and Distance Education and Communications and Marketing department. This will involve working closely with the Assistant Director, Programs to ensure the most effective delivery methods and distance education technologies to enhance program accessibility, convenience and impact for staff and clientele.
6. Appoint County Office Administrators (COAs). Provide orientation and training to COAs in collaboration with the County Administrative Liaisons (CALs).
7. Provide leadership and support for professional staff with responsibilities in grant and contract development and management.
8. Responsible for organizational technical support and guidance regarding private resource development including gifts, endowments, fee-for-service and other fund-raising efforts including the 4-H Foundation of NH.
9. Overall responsibility for the planning and preparation of annual organizational budgets that includes state, federal, and county funding sources.
10. Serve as the Federal Financial Officer with overall responsibilities for the federal Smith Lever USDA funds appropriated for Cooperative Extension.
11. Develop and implement management reports and serve as the ongoing management resource for individuals in the units responsible for program delivery, the program leaders, COAs, and the Dean and Director of Cooperative Extension.
12. Overall organizational responsibility for all administrative support staff with Operating Staff (OS) designation.
13. Overall responsibility for organizational operations that include risk management, equipment, and space allocation.
14. Maintain liaison with USDA administrative staff regarding federal policies and procedures and reporting requirements.
15. Identified as the USDA Personnel Officer with overall responsibility for the Civil Service Retirement System (CSRS). These duties include retirement record management, accounting and retirement counseling.
16. Responsible for the administration of the federal health and life insurance plans offered to those Cooperative Extension employees who participate in CSRS.