



University of New Hampshire Cooperative Extension

Job Description: Assistant Director, Finance & Human Resources

Role:

Under direction of the Dean and Director and in conjunction with other Assistant Directors, the Assistant Director is responsible for the financial management of all funds administered by UNH Cooperative Extension and those University departments and organizations which it serves. This responsibility includes the development and monitoring of financial operations and directs all fiscal activity. The Assistant Director is responsible for the overall administration of USNH and USDA Human Resource policies/procedures for Cooperative Extension. The Assistant Director supports the UNH Cooperative Extension Dean and Director and acts on his or her behalf as directed. The Assistant Director reports directly to the Dean and Director.

Specific Responsibilities:

Financial

1. Overall financial responsibility and accountability for UNH Cooperative Extension decentralized budgeting – Responsibility Centered Management (RCM) which includes the management of funds in both the restricted and unrestricted areas.
2. Overall responsibility for the planning and preparation of annual organizational budgets which includes state, federal, and county funding sources.
3. Serve as the Federal Financial Officer with overall responsibilities for the federal Smith Lever USDA funds appropriated for Cooperative Extension. These duties include federal budget preparation and financial reporting and management of the letter of credit payment management system.
4. Develop and provide financial information, support and analyses through management reporting for individuals in Cooperative Extension responsible for program delivery and financial management.
5. Providing leadership to those staff responsible for budgeting, identifying and allocating resources, and when necessary address financial difficulties, challenges and opportunities.
6. Assist program teams in the development of business plans and revenue structures.

Human Resources

1. Oversight of USNH Personnel Policies and Procedures as they apply to all Cooperative Extension Staff.
2. Serve as the UNH Human Resource Liaison Officer for Cooperative Extension.
3. Directs all personnel procedures including the recruitment, employment and salary administration of all employees consistent with USNH policies and procedures.
4. Ensure all personnel procedures are conducted in full accordance with Equal Employment Opportunity, Affirmative Action and Americans with Disabilities policies and procedures.

5. 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.

Personnel Supervision and Management

1. Oversee the Cooperative Extension Business Service Center (CE BSC). This includes training regarding USNH policies and procedures for business practice. The CE BSC is the operations center which handles accounting for all extension activities and is responsible for business and service operations.
2. Provide leadership and support to professional staff with responsibilities in grant and contract development and management.
3. Provide 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.
4. Overall organizational responsibility for all administrative support staff with Operating Staff (OS) designation.

External Relations

1. When required, provide leadership and support to County Office Administrators when dealing with financial and human resource issues.
2. Maintain positive relations with elected officials.

Organizational Leadership and Support

1. Overall responsibility for organizational operations that includes risk management, equipment, and space allocation.
2. Maintain liaison with USDA administrative staff regarding federal policies and procedures and reporting requirements.
3. In conjunction with the Assistant Directors, provide leadership for Civil Rights, Equal Employment Opportunity (EEO), Affirmative Action (AA) and Americans with Disabilities Act (ADA) policies and procedures, primarily to include the responsibility for maintaining employment records as required for USDA compliance audits.
4. Represent the Dean and Director and with financial and human resource oversight, develop, write, implement, communicate and interpret policies and procedures .
5. As required, represent Cooperative Extension on key UNH and external committee assignments
6. Conduct effective meetings, presentations and group decision making processes.
7. Conduct other duties as assigned.

*The University of New Hampshire Cooperative Extension is an equal opportunity educator and employer.
University of New Hampshire, U.S. Department of Agriculture and N.H. counties cooperating.*