



# Extension

**Job Description:** County Office Administrator (COA)

**Role:**

Oversee the operation of the county Extension office and serve as the contact between county government, Extension staff based in the county and the Extension Dean and Director's office. Provide leadership for developing the annual budget, securing and managing county appropriations, enhancing public relations, and the county advisory council. The COA may delegate some duties to co-workers based in the county, but is responsible for ensuring duties are met in a timely and professional manner. The COA is appointed for a two-year term by Extension's Associate Director. An individual is eligible for reappointment following review of performance and consideration of programmatic and personal goals.

**Specific Responsibilities:**

Office Operations

1. Serve as county team leader, promote positive working relationships and assume leadership for resolving situations as they arise and when appropriate.
2. Conduct staff meetings on a monthly basis to keep county colleagues informed of organizational and county government matters. Distribute minutes to staff and County Relations Manager.
3. Serve on hiring committees, or designate a co-worker, for county-based positions.
4. Orient new staff on office operations, the role of the county advisory council, travel and expense reimbursement and other county-specific information.
5. Supervise and evaluate administrative assistants and student employees in compliance with USNH or county personnel policies, depending on the circumstance. Seek input on their performance from co-workers.
6. Provide input on annual performance evaluations of co-workers.
7. Monitor budget expenditures and work with staff and Extension's Leadership Team as needed to anticipate and address budget overruns.
8. Approve travel reimbursement for county-based staff. Ensure requests for travel reimbursement are submitted monthly.
9. Consult with Information and Technology (IT) for purchase and servicing of computers and other technologies.
10. Work with the Director of Finance, Administration and Facilities to purchase, inventory, maintain and insure office equipment.
11. When necessary, work with the Director of Finance, Administration and Facilities, County Relations Manager and county government in securing and maintaining appropriate office space.
12. Record communications with elected officials in an assigned database.
13. Ensure the office is ADA compliant and appropriate Affirmative Action and Equal Employment Opportunity signs are posted as required by law.
14. Promote attendance by all county-based staff at monthly county advisory meetings.

### Liaisons and Relationships

1. Serve as the primary contact between county-based staff and the county advisory council. In collaboration with the council and co-workers, work to build and maintain a full advisory council.
2. Serve as the primary county Extension office contact with county commissioners, county delegation members and county departments.
3. Work with the County Relations Manager to ensure regular communication occurs between county-based staff and Extension's Leadership Team regarding issues such as staffing, funding, advisory council activity and government relations.
4. Work to build an advisory council that is representative of county demographics.
5. Collaborate with the County Relations Manager and the council chair to train new members of the county advisory council.
6. Assist the Council Chair in the development of agendas for county advisory council meetings. Consult with the County Relations Manager regarding news and announcements from Extension's Leadership Team.
7. Promote the advisory council's involvement in guiding and supporting Extension programs.
8. Work with Extension's Leadership Team to uphold a Memorandum of Understanding between county commissioners, the county delegation and the University System of New Hampshire.
9. Provide insight to Extension's Director of Finance, Administration and Facilities during the annual county budget development process. Present the budget to the county advisory council.
10. In concert with a representative from the county advisory council, present proposed annual budgets to county commissioners and delegates and represent Extension at county budget reviews.
11. Inform the Dean and Director, Director of Finance, Associate Director of Programs and County Relations Manager of progress throughout the budget adoption process.
12. In the event of an emergency, serve as a liaison between county-based staff, Extension Leadership Team and county government.