



Responsibilities of District Directors

Cooperative Extension divides the state into six geographic regions, each with a director that serves as the administrative head for the region. District directors are the official representatives between the university and Extension education committees, local government bodies, and public and private organizations. They work in partnership with the county Extension education committee and the county department head.

District Directors:

- **Provide leadership for the recruitment, selection and retention of county personnel.**
Work in collaboration with the county and other partners to recruit and hire Cooperative Extension's excellent workforce. They interpret and administer state personnel policies and ensure that local procedures follow equal employment, ADA, and other federal and state laws. Working in partnership with counties, district directors develop position descriptions, address performance concerns, ensure a high quality performance review process is in place, and facilitates the self-initiated performance review with department heads.
- **Participate in program development and evaluation.**
Work with faculty and staff to provide educational programs based on local needs. They communicate local needs and concerns to Cooperative Extension's state administrators and campus specialists. They ensure that Extension's outreach includes all clients and meets affirmative action, equal opportunity, and ADA requirements.
- **Administers district human and fiscal resources.**
District directors develop and administer district resource management plans that make short and long term resource allocation decisions for the district. They administer district budgets and assist department heads with county budgets. District directors work with department heads to provide support and assistance to county faculty and staff for all employment issues and concerns.
- **Support external relations.**
District directors maintain strong and positive relationships with federal, state and local elected officials, UW System regents, and other stakeholders. They work with county department heads to foster strong external relations for every local office.