University of Wisconsin-Extension
Cooperative Extension

POSITION DESCRIPTION
WESTERN DISTRICT DIRECTOR

The Western District Director represents Cooperative Extension and acts on behalf of UW-Extension, Cooperative Extension on matters related to county and area Cooperative Extension programs in the district. The mission of Cooperative Extension is to extend the knowledge and resources of the University of Wisconsin to people where they live and work. Cooperative Extension’s vision is to be Wisconsin’s educational network for engaging people and their communities in positive change. The Western District includes the counties of Barron, Buffalo, Chippewa, Clark, Dunn, Eau Claire, Jackson, La Crosse, Monroe, Pepin, Pierce, Polk, St. Croix and Trempealeau.

ESSENTIAL JOB FUNCTIONS

• Provide leadership for the district’s programs, human resources, financial resources and external relations.
• Coach and mentor district colleagues.
• Support county department heads in the effective operations of local county Extension offices, including interactions with local county government.
• Provide leadership and foster opportunities to build a respectful workplace and the continuous development of a work culture built on trust.
• Promote and sustain teamwork and shared leadership across the district to deliver culturally competent educational programs.
• Share leadership and collaborate in the development and implementation of organizational policy and priorities.
• Provide district-wide leadership for making all reasonable efforts to reach a diverse audience and to ensure equitable access to programs and facilities.

SPECIFIC POSITION RESPONSIBILITIES

SUPPORT FOR ORGANIZATIONAL STRUCTURES AND FUNCTIONS

• Collaborate with district colleagues and program area leadership to ensure that a comprehensive evidence-based Extension program based on local concerns and educational needs occurs in each county.
• Develop and maintain collaborative relationships with educational institutions in the district that have shared interests.
• Ensure that district programs address the needs of diverse audiences and comply with all state and federal EEO/AA program policies.
• Support civil rights review process and provide leadership for follow up.
• Support program area leadership and district colleagues as they employ inter-disciplinary and innovative program delivery models and technological applications.
• Support processes to ensure that effective mentoring and coaching are in place in collaboration with county department heads/directors, program area leadership and governance.
SPECIFIC POSITION RESPONSIBILITIES (continued)

SUPPORT FOR ORGANIZATIONAL STRUCTURES AND FUNCTIONS (continued)

• Support Extension’s shared governance structure and collaborate with district colleagues as they pursue scholarship opportunities.
• Serve as an informed program advocate to internal and external stakeholders.
• Build relationships with program area leadership, center directors, unit heads and others to advocate for the needs of the district.
• Support UW-Extension’s integration with UW Colleges and explore cross institutional collaborations.
• Participate in ongoing efforts and workgroups to further support the work of the organization.
• Work to eliminate barriers for district colleagues to ensure their success in their job roles.
• Serve as a communication liaison among counties and Cooperative Extension administration.

HUMAN RESOURCE DEVELOPMENT

• Lead a process to share information and resources to support county department heads and provide orientation, coaching, counsel and positive role-modeling.
• Invest in people by offering opportunities for growth and development.
• In collaboration with county partners, program areas and other institutional resources, implement people-centered practices that demonstrate our core values.
• Establish interpersonal relationships with all district colleagues and be proactive with personnel issues.
• Provide support in the identification of county department heads and collaborate with county partners and district colleagues to manage any gaps in appointments.
• Lead all district personnel functions including recruitment, selection, and orientation, retention, coaching and counseling a diverse workforce.
• Conduct annual performance reviews with county department heads and celebrate accomplishments.
• Provide guidance to ensure that a new colleague orientation process occurs in every county.
• Provide leadership to ensure a fair and equitable performance review process occurs annually in each county.
• Participate with a team of colleagues representing academic departments and program areas to conduct three-year reviews and other program reviews.
• Provide leadership for performance improvement plans as necessary in the district.
• Develop district EEO/AA employment goals and strategies to meet them. Serve as the University of Wisconsin-Extension EEO/AA representative in personnel actions with funding and program partners.
• Facilitate effective joint employment relationships between University of Wisconsin-Extension, Wisconsin counties and other funding partners.
• Establish a process that allows all district colleagues access to funds for professional development opportunities.
• Contribute to the work of the Human Resources Network.
• Provide leadership for the planning and implementation of district-wide staff development programs.

FISCAL RESOURCE MANAGEMENT

• In collaboration with district colleagues and funding partners, create and implement a resource management plan that allocates resources based upon program priorities.
• Manage district funds from all sources according to established University procedures.
• Work with district colleagues in the preparation of requests for special funding, contracts and grants and assist in developing proposals that enhance programs and the organizational mission at the local level.
SPECIFIC POSITION RESPONSIBILITIES (continued)
FISCAL RESOURCE MANAGEMENT (continued)
- Advocate with administration for changes needed in budget support or fiscal policy.
- Ensure appropriate accountability, including required records and reports, for funding from all sources.
- Serve as an advocate and resource for county department heads as they develop county budget strategies.
- Facilitate teams to address budget strategies during difficult times.
- Serve as a negotiator and support for county offices with Extension Education committees, administrators/executives and other key officials.

EXTERNAL RELATIONS
- Lead the development and implementation of plans for marketing and external relations in all counties.
- Develop and maintain effective relationships with County Extension Education Committees, County Administrators, County Executives and other officials of federal, state and local governments within the district.
- Share leadership with district colleagues to communicate effectiveness and build relationships with funding partners.
- Serve as a liaison to the district Wisconsin Associated County Extension Committees (WACEC) officers and support district and statewide WACEC conferences and initiatives.
- Represent the University perspective with stakeholders, local legislators, county partners and organizational partners as needed.
- Share the scope of Cooperative Extension work with key leaders throughout the district.
- Lead the hiring process with county and other hiring partners.
- Acquire knowledge on the structure of county boards and build relationships in a changing environment.
- Coach district colleagues on being politically astute with local relationships.
- Explore multi-county approaches to problem-solving.

REQUIRED QUALIFICATIONS
- A Master's or other graduate degree from an accredited university or college.
- Three years of successful administrative experience or equivalent including experience with program development, human resources, fiscal management or external relations.
- Experience demonstrating shared leadership.
- Success in establishing and sustaining a trust-based work environment.
- Political savvy.
- Demonstrated effectiveness in oral and written communications.
- Demonstrated ability to initiate, form and effectively maintain working relationships with persons or associations from cultures other than one’s own.
- Successful record of accomplishments in acquiring and managing funding sources.
- Ability to work a schedule that requires evening, occasional weekend assignments, and overnight stays for periods of more than one day.
- Ability to travel within the Western District regularly as well as travel throughout the state of Wisconsin and nationally.

DESIRABLE QUALIFICATIONS
- Doctoral degree from an accredited college or university.
- Experience working in Cooperative Extension.
- Experience working with community-based outreach education.
TYPE OF POSITION AND ACCOUNTABILITIES
This is an administrative limited appointment that is accountable to and serves at the pleasure of the Dean and Director of Cooperative Extension. The official unclassified staff title for this position is Director, Unspecified 10. A concurrent academic or faculty appointment may be negotiated at the time of hire for current employee.

This position is located in the western part of the state of Wisconsin. The current office in Neillsville, WI can be relocated to another area of the Western District, if desired.

INFORMATION ABOUT COOPERATIVE EXTENSION
For links to information about the University of Wisconsin-Extension, Cooperative Extension see http://www.uwex.edu/ces/ and http://www.uwex.edu/ces/about/

SALARY AND BENEFITS
Salary is commensurate with qualifications. Benefits package includes Wisconsin State Retirement; life, medical and hospital insurance; vacation and sick leave. Transfer of existing federal retirement benefits is subject to negotiation and federal policy constraints.

NOMINATION PROCEDURE AND DEADLINE:
Nominations are being accepted for this vacancy through September 11, 2007. Please provide the nominee’s name and mailing address. If known, please provide a current email address for the nominee. The Cooperative Extension HR Office will provide each nominee with position information, application instructions, information about UWEX and Cooperative Extension, and a request to apply. Information about how to request confidentiality will also be provided. Those individuals nominating others will receive an acknowledgement when the nomination has been processed.

APPLICATION PROCEDURE
The position is open until filled. To ensure full consideration, applications must be received by September 18, 2007. Application materials must include:
1. A letter of interest addressing the applicant’s qualifications and experience as they relate to the responsibilities of the position.
2. A professional resume.
3. Copy of official transcripts.
4. Names, addresses and telephone numbers of five professional references.
5. Written response (no more than three pages) to a supplemental application question.

All nominations and applications must be in writing. Send materials and application questions to: Cooperative Extension Human Resources, 249 Extension, 432 N. Lake Street, Madison, WI 53706 or e-mail: ces.jobs@uwex.edu. Additional position information is available at http://www.uwex.edu/ces/hr/. A criminal records review will be conducted prior to employment. In compliance with the Wisconsin Fair Employment Act, convictions and pending charges will be considered only as they relate to this position. UWEX is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply. Material will be made available in alternative format upon request. For hearing and sight impaired assistance, call 711.

EQUAL OPPORTUNITY:
Under Wisconsin Statutes, if asked, UW-Extension is required to provide a list of all nominees and applicants who have not requested in writing that their identities remain confidential. The identities of all finalists must be released upon request.
EQUAL OPPORTUNITY (continued):
UWEX provides equal opportunities in programs and employment. UWEX does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-job related conviction record. Women and minorities are encouraged to apply.

Employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform & Control Act of 1986. Prior to appointment to this position, a criminal records review will be conducted. UWEX complies with the Wisconsin Fair Employment Act with regard to nondiscrimination on the basis of arrest and/or conviction record.

CONTACT INFORMATION
Please direct questions about the position to either:

Sharon Klawitter            Dick Pederson
Human Resource Development Director   Chair, Search and Screen Committee
University of Wisconsin-Extension   University of Wisconsin-Extension
Cooperative Extension            Cooperative Extension
432 North Lake Street, Room 607   432 North Lake Street, Room 505
Madison, WI 53706               Madison, WI 53706
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University of Wisconsin, United States Department of Agriculture and Wisconsin counties cooperating.

An Equal Opportunity/Affirmative Action employer, the University of Wisconsin-Extension provides equal opportunities in employment and programming including ADA and Title IX requirements.