

**COMMUNITY, NATURAL RESOURCE AND ECONOMIC DEVELOPMENT AGENT  
GREEN LAKE COUNTY  
Position Description**

**Cooperative Extension Vision:** Wisconsin's educational network for engaging people and their communities in positive change.

**UW-Extension Mission:** Through the University of Wisconsin-Extension, all Wisconsin people can access university resources and engage in lifelong learning, wherever they live and work.

**Working Title:** Green Lake County Community, Natural Resource and Economic Development Agent

**Official Title:** Faculty (rank to be determined)

**Percent of Employment:** 100%

**Geographic Areas Served:** Primarily Green Lake County and occasionally extending beyond county boundaries for specific commitments and team programming.

**Office Location:** 492 Hill Street, Green Lake, WI 54941

**Type of Appointment:**

This is a probationary tenure track faculty appointment within the University of Wisconsin-Extension. During the probationary period, faculty members may receive renewed probationary appointments. At the end of the period, faculty members may be promoted to the ranks of tenured faculty. The granting of tenure is based on a consistent and high level of scholarship as reviewed by peers in the respective UW-Extension academic department and administration. Tenure is a formal recognition that an individual has met the standards of excellence required to be a long term member of the faculty. Standards of excellence must continue to be met following the granting of tenure to receive salary merit increases and to ensure ongoing employment.

The position is eligible for benefits provided to state of Wisconsin employees and is subject to UW-Extension personnel policies.

**Purpose and Primary Focus of Position:**

As a faculty member of University of Wisconsin-Extension, employed with Green Lake County, the Community, Natural Resource and Economic Development (CNRED) Agent helps Green Lake County communities address their community/organizational development challenges, as well as their interests related to economic development, recreation and tourism, natural resources and water quality, and community information/data management. Backed by University research, the Agent helps citizens, civic groups, businesses and local governments identify critical local concerns in these areas and possible solutions. The Agent strengthens communities and local government through educational programming that builds understanding and leads to improved decision-making and leadership skills.

**Primary Duties/Essential Job Functions:**

- Plan, implement and evaluate culturally competent educational programs directed at community needs on issues relating to the purpose of the position
- Regularly teach and deliver Community, Natural Resource and Economic Development (CNRED) community-based educational programs through a wide variety of teaching methods at sites throughout the geographic area served
- Use appropriate means to critically review and disseminate related research
- Regularly prepare educational materials, program evaluations and reports using appropriate technology
- Plan and implement appropriate impact evaluations and reports to document program effectiveness

**Primary Duties/Essential Job Functions (continued):**

- Write, publish and share articles, curricula and program designs that contribute to program understanding and to the support of the profession and scholarly practices of relevant academic disciplines
- Provide relevant program outcome information to public officials, legislators, the general public and other interested parties to communicate Extension's value
- Identify, recruit and develop the volunteer leadership necessary to carry out the position's program of work
- Provide professional guidance and counsel to program related groups and organizations
- Build community coalitions and partnerships while collaborating with a diverse network of community-based agencies, groups and individuals to address local concerns through educational programming
- Make all reasonable effort to reach a diverse audience and to ensure equitable access to programs and facilities

**Other Required Duties and Responsibilities:**

- Cooperate with other Extension personnel to develop strong, integrated Extension programs
- Represent Cooperative Extension and provide educational leadership with program-related agencies and educational institutions
- Develop and use an appropriate system for reporting and evaluating programs to the Green Lake County Agriculture and Extension Education and Fair committee and Board of Supervisors, the University of Wisconsin-Extension and to clients, colleagues and other Extension collaborators as needed
- Develop plans of work based on ongoing assessment of community needs
- Develop and follow a personal plan for professional development in the area of community resource development and outreach education methodology consistent with personal and organizational goals
- Participate in district and/or state program activities as appropriate and needed
- Take a leadership role in articulating an integrated Community, Natural Resource and Economic Development program where multiple programs, staff and funding sources exist
- Keep accurate, complete and timely work records
- Make individual arrangements for transportation adequate to meet position responsibilities and essential job functions
- Assume weekly travel throughout the county and occasional travel within the district and state
- Work evenings on a regular basis and occasionally on weekends, as needed to meet local needs
- Cooperate with others in the local Extension office to ensure reasonable access to Extension expertise during regular office hours

**Areas of Position Focus:**

- Coordinate programs for the Intercounty Coordination Committee with CNRED educators from Jefferson, Dodge, Columbia and Sauk counties
- Provide educational resources and technical assistance to the Economic Development Corporation
- For the Green Lake County Fair, facilitate the securing of judges, superintendents and helpers for selected departments in cooperation with Extension staff; assist the fair committee in management decisions of fair activities
- Provide educational resources and technical assistance to the highway committee as it relates to park and recreation issues

**Administrative Relationships:**

This position is jointly supervised by Green Lake County and UW-Extension as provided under s.59.56 of the Wisconsin Statutes. The position is accountable to the Central District Director on matters related to vacation, leave of absence, salary and promotion.

**Administrative Relationships (continued):**

The position is accountable to Green Lake County through the county Agriculture and Extension Education committee and to UW-Extension through the Central District Director on all matters related to (a) program performance and job responsibilities, (b) developing effective external working relationships with clientele groups, other agencies, departments and organizations, (c) continuing professional development and (d) reporting and evaluating programs to county, state and federal government as appropriate.

This position is accountable to the Green Lake County Department Head on matters related to county administration, office management and performance development.

**Program Relationships:**

The Agent primarily works with the Community, Natural Resource and Economic Development (CNRED) Program Area of UW-Extension. The Agent seeks counsel from the CNRED Program Area and other appropriate UW-Extension statewide programming units regarding subject matter and educational strategies. Appropriate programming relationships with other program areas are encouraged.

Using results from comprehensive program planning processes, the Agent identifies priority subject matter and strategies to meet current and long-term educational needs in the county. The Agent establishes and maintains effective working relationships with county office colleagues, other county departments, local community organizations, co-workers in other counties, program area representatives and other state agencies in order to plan and implement needed programs, while maximizing available resources. The Agent communicates local priorities and resource needs to the CNRED Program Area and District Director.

The CNRED Assistant Program Leader provides guidance and support for the development and implementation of effective educational programs that meet and/or exceed expectations. The CNRED Program Area and the Academic Department of Community Resource Development share responsibilities for guiding probationary faculty employees.

**Academic Relationships:**

This is a faculty position in the UW-Extension Academic Department of Community Resource Development and, subject to faculty regulations, is appointed to the University of Wisconsin System rank and tenure track. A tenured appointment must be obtained by the end of the sixth year of full-time employment to retain the position, in accordance with UW-Extension faculty policies and procedures.

**Required Qualifications:**

- Master's or other graduate degree with content expertise, and at least one degree, in a field that relates to the responsibilities of this position such as community development, natural resources management, adult education, business, economics or planning
- Ability to plan, implement and evaluate community-based, non-formal educational programs that reach, and are accessible to, a wide range of audiences
- Ability to teach and communicate ideas effectively verbally, in writing and through educational technology to adults and youth
- Strong group and educational facilitation skills
- Ability to organize work and to work productively with indirect supervision in a highly visible public sector environment
- Ability to work collaboratively with other paid and non-paid staff; ability to take personal responsibility to help team efforts succeed
- Strong interpersonal and problem-solving skills in a team setting; ability to effectively manage conflicts
- Skillful in establishing and maintaining professional work relationships and networks

**Required Qualifications (continued):**

- Ability and desire to work in a context of individual and cultural differences
- Demonstrated willingness to learn on an ongoing basis
- Ability to adapt to changing programming and workplace priorities
- Ability to use outcome data for program improvement and accountability
- Ability to promote Cooperative Extension and its programs through mass media and public relations/marketing skills
- Ability to use word processing and the Internet

**Preferred Qualifications:**

- Demonstrated success planning, implementing and evaluating community-based, non-formal educational programs that reach, and are accessible to, a wide range of audiences
- Successful experience in community development, land use planning, economic development, local government education and/or adult education
- Experience developing the capacity of volunteers to implement and maintain educational programming
- Knowledge of adult learning principles
- Scholarship experience; demonstrated ability to critically review and utilize research findings
- Experience working with local governments and community-based organizations; experience building community-based community coalitions for the purpose of taking positive action
- Ability to write grants and establish partnerships that pool and/or leverage public and private funds in support of Extension's mission; experience in budget development and management
- Volunteer or paid experience working with people from culturally diverse groups
- Skillful in the use of educational software and current instructional technologies
- Demonstrated understanding of Extension's mission; knowledge of land grant colleges and universities

**Equal Opportunity:**

As an affirmative action employer, UW-Extension provides equal opportunity in programs and employment. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-program related conviction record. Employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform & Control Act of 1986.