



WASHINGTON STATE UNIVERSITY EXTENSION • RECRUITING THE BEST AND BRIGHTEST

**APPLICATION PROCESS:**

Screening of complete application packets will begin on November 6, 2015.

Apply by visiting:

[www.wsujobs.com](http://www.wsujobs.com).

Submit a letter describing how your experience and training pertain to all of the minimum and preferred qualifications for this position (cover letter); a current curriculum vita or resume; a scanned copy of official transcripts, and four letters of reference from professionals who are able to address your qualifications for this position.

For further information on this position, contact Kelly Barton at phone 360-219-2426, or [bartonk@wsu.edu](mailto:bartonk@wsu.edu).

For more information on WSU Extension visit:  
<http://ext.wsu.edu/>

For more information on the WSU Tenure and Promotion process, go to:  
<http://cahnrs.wsu.edu/fs/wp-content/uploads/sites/4/2015/06/Tenure-and-Promotion-Criteria-for-Ext-Prog-Unit-Faculty-Revision-FINAL.pdf>

**POSITION DESCRIPTION:**

Official Title: Washington State University (WSU) Extension County Director. This is a twelve-month, non-tenured, promotion track faculty position at the rank of Assistant or Associate Professor, within WSU Extension in the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS). The position is headquartered at the WSU Extension San Juan County Office in Friday Harbor, Washington.

**JOB DUTIES:**

This faculty position is responsible for leading WSU Extension programs serving the residents of San Juan County and providing administrative leadership of the local County Extension Office.

The County Director is responsible for fostering a strong and collaborative relationship with county government to ensure the continuing partnership with San Juan County. County Director administrative duties include: supervision of support staff personnel and program coordinators; preparing and managing the budget of the San Juan County Extension Office; upholding the covenants within the Memorandum of Agreement (MOA) between San Juan County and WSU; and ensuring office compliance with all policies and procedures of WSU and San Juan County Government.

Faculty duties include the planning, delivery, and evaluation of outreach programs that positively impact the communities and residents of San Juan County. Programmatic needs of San Juan County are diverse, and the individual hired into this position will focus in one or more of the following subject matter areas: agriculture and natural resources, community economic development, health and wellness and family living. The successful candidate must be prepared to provide leadership for current County Government priorities, which include conducting applied research and promoting local agriculture enterprises; providing faculty oversight for the Master Gardener program; and promoting 4-H educational opportunities for youth.

The successful candidate will negotiate with Extension administration to identify one of the three Extension Program Units as their administrative home and promotion unit depending on their disciplinary background and proposed programmatic focus:

- Agriculture and Natural Resources
- Community and Economic Development
- Youth and Family

This faculty member will be responsible to the Director of the relevant Program Unit.

**RESPONSIBILITIES:**

- As County Director, provide proactive engagement with county government; leadership for fiscal and budget management; leadership for civil rights compliance; and maintain a county advisory system.
- Provide leadership, expertise, and programming that addresses priority needs of San Juan County residents and communities.
- Work with county residents, community organizations, and governmental agencies to implement outreach programs that foster community development, agriculture and natural resource stewardship, health and wellness, family living and positive 4-H youth development.
- Utilize effective and appropriate educational methodologies that may include the use of grant-hired staff, mobile and web-based technology methods, trained volunteers, applied research, demonstrations, and other traditional and innovative extension methods.
- Ensure stakeholder input in guiding local programs.
- Create peer-reviewed extension publications, other scholarly products and educational materials that are consistent with expectations for WSU Extension scholarship.
- Develop grants and extramural funding resources to advance program priorities to meet the needs of San Juan residents.
- Collaborate and partner with internal and external individuals and groups; including other WSU faculty, federal and state agency personnel, county department personnel, and community organizations.
- Promote, facilitate, and provide technical assistance and manage local volunteers in support of Extension programs.
- As appropriate, supervise local personnel.

**RELATIONSHIPS:**

- Participate as a member of one of three WSU Extension Program Units and other team-based programming efforts as they relate to programmatic area.
- Collaborate with WSU faculty at research and extension centers and campus locations, and other interdisciplinary and multi-disciplinary programs or teams.
- Promote external communications and develop effective partnerships with elected officials, agricultural, economic development and youth and family organizations at the local, state, and federal levels.
- Network with other organizations that support and promote agriculture, economic development, and youth and family development to ensure cooperative relationships that enhance the effectiveness of all programs.

**MINIMUM QUALIFICATIONS:**

1. Earned Master's degree in a discipline related to one of Extension's program areas, at the time of hire.

**PREFERRED QUALIFICATIONS:**

1. Demonstrated competency in program planning, implementation and evaluation processes of extension programs.
2. Demonstrated ability to deliver educational programs using a variety of methodologies, including distance education and educational events.
3. Demonstrated ability in grant writing and fundraising.
4. Demonstrated leadership and teamwork with interdisciplinary and/or multi-agency teams.
5. Documented record of extension publications, scholarly products, and educational curricula.
6. Demonstrated ability to communicate effectively using verbal, written, and listening skills in relating to a variety of audiences, including elected officials, staff, volunteers, media, and agency representatives.
7. Demonstrated ability to work with community leaders, farmers, agribusiness, government agency representatives, elected officials, environmentalists, consumers, youth and volunteers.
8. Proficiency in computer technology, including word processing, spreadsheets, electronic slide presentations, and email.

**JOB EXPECTATIONS:**

- Understand and carry out the principles and specific requirements of the Civil Rights Act of 1964, the American's with Disability Act, the Affirmative Action Plan, and all pertinent rules and regulations.
- The successful candidate will be required to work flexible hours that include some evenings and weekends as needed. There is an expectation that the candidate will need to travel to various locations around the county and region. Occasional overnight travel is required.
- Extension faculty are hired into the organization, not into a specific geographical location. It is possible that

future circumstances may require relocation.

- Ability to travel year-round using own reliable transportation (mileage reimbursed) is required. Evening and weekend work in communities is required. While using a private vehicle for official business, the successful candidate must obtain current automobile liability insurance (meeting the requirements described in RCW 46.30.020 and RCW 46.29.090) and possess a valid driver's license.
- Employees may undergo background screening as a condition of employment.

### **SALARY:**

Salary is commensurate with the candidate's academic and professional qualifications and available funding, including history of program management and successful extramural fund development. State of Washington benefits and enrollment in TIAA-CREF are included. For more information on benefits at WSU, go to:

<http://www.hrs.wsu.edu/benefits>.

### **LOCATION:**

This position is located at the San Juan County Extension Office in Friday Harbor, Washington. San Juan County has twenty inhabited islands but consists of four major islands - San Juan, Lopez, Orca and Shaw. This island county is located in the Salish Sea west of Anacortes, WA and east of Vancouver Island, Canada. The islands are tied to the Washington mainland by a ferry system. The San Juan Islands are very scenic and are frequently included on lists of the most desirable places to live in the USA. The Lummi and Salish peoples have called the San Juan Islands home for thousands of years. While fishing and farming once formed the mainstays of the local economy, the economy is now significantly dependent on tourism and retirement communities.

### **THE COLLEGE OF AGRICULTURAL, HUMAN, AND NATURAL RESOURCE SCIENCES:**

The College of Agricultural, Human and Natural Resource Sciences (CAHNRS) at Washington State University is an expansive and diverse college that includes 16 academic units and four research and extension centers distributed across the state, 13 subject matter centers, and one tribal and 39 county extension offices. CAHNRS fosters disciplines that serve at the interface of scientific discovery and its application to the advancement of society and improvement of the human experience. Our mission is to provide global leadership in discovering, accessing, and disseminating knowledge that contributes to producing a safe, abundant food and fiber supply; promotes the well-being of individuals, families, and communities; enhances the sustainability of agricultural and economic systems; and promotes stewardship of natural resources and ecological systems. In all dimensions of our mission, we strive to embody the signature "World Class, Face to Face" motto of Washington State University. CAHNRS personnel embrace the opportunity to fulfill the University's land-grant mission by making groundbreaking research discoveries, by utilizing innovative approaches to teaching and learning, and by delivering relevant, progressive extension programs that synergistically generate outcomes that enhance the quality of life for the citizens of Washington State, as well as for people around the globe. To learn more about CAHNRS, visit: <http://cahnrs.wsu.edu>.

### **WASHINGTON STATE UNIVERSITY:**

Founded in 1889, Washington State University is a comprehensive land- grant university with teaching, research, and extension missions, and one of two research universities in Washington State. WSU is organized into 10 academic colleges, the Honors College, and the Graduate School. It has an enrollment of more than 28,000 undergraduate and graduate students on 4 campuses (Pullman, Spokane, Tri-Cities, and Vancouver) with approximately 20,000 students located on the main campus in Pullman, WA. WSU ranks among the top 60 public research universities and is a Carnegie I, Doctoral/Research Extensive University. WSU strongly values diversity among its faculty, staff, and students, and seeks to ensure a welcoming community for all.

To learn more about WSU visit: <http://www.wsu.edu>.

WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.

**WSU is committed to excellence through diversity, has faculty friendly policies including a partner accommodation program, and a NSF ADVANCE Institutional Transformation grant (see <http://www.excelinse.wsu.edu/>.)**

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

Washington State University is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay