Position Description Addendum
Area Leader, Extension
Draft 12.22.2017

JOB DESCRIPTION AND KEY RESPONSIBILITIES:
The area leader directs individuals and teams as an operational guide, performance coach, and connector for impacts. The area leader works collaboratively with internal and external stakeholders to provide county-level support for employees, to clarify policies and procedures, and to improve efficiencies and responsiveness for the employee and customer experience. The area leader reports to the director of Operations, Ohio State University Extension, and works collaboratively with the OSU Extension Administrative Cabinet, Extension employees, advisory committees, volunteer stakeholders, public officials, and other community leaders. Each area leader will be appointed to a group of counties and will collaborate with other appointed area leaders to ensure administrative uniformity.

Essential Duties:

Operational Guide
- Leads the process of hiring county educators and other county personnel (except EFNEP and SNAP-Ed).
- Serves as immediate supervisor, mentor, and coach to all county educators, local staff, and county teams (except EFNEP and SNAP-Ed).
- Communicates and implements OSU and OSU Extension human resources policies.
- Provides fiscal guidance and support for county units to ensure public funds are handled within defined legal parameters; manage appropriated and non-appropriated funds; assist with the preparation of county non-appropriated fund statements for audit by OSU auditors; understand OSU/OSUE guidelines and policies related to grants, gifts and contracts; and provide support to educators and program staff seeking outside funding sources.
- Provides expenditure approval and reconciliation and acts as a back up for county level for timesheets and travel reimbursements.
- Identifies and proactively addresses risk management and provides support for volunteer management.

Performance Coach
- Provides overall supervision, conducts performance reviews, and supports professional development of appropriate county-based professionals.
- Serves as a liaison between the Extension Operations and Learning and Organizational Development teams and county offices.
- Provides timely coaching and feedback on issues related to office functioning and maintaining a positive work environment.
- Provides local guidance and support in conducting county community assessments and development of county strategic plans and annual plans of work.
- Provides leadership for performance management (including annual appraisal and mid-year reviews) and working to enhance employee job satisfaction.

Connector for Impacts
- Connects county personnel with campus and Extension network resources.
- Provides support and guidance for county personnel in conducting legislative activities, maintain ongoing accountability to county commissioners and other funding allocators and elected officials, and in the preparation of the annual budget.
- Serves as a liaison (on rotating basis) to OSU Extension’s Administrative Cabinet. Engages in organizational strategic planning/visioning and ensures implementation of strategies within counties and in partnership with members of OSU Extension Administrative Cabinet.
- Represents OSU Extension in addressing issues related to personnel, resource management, business operations, and risk management/compliance.