



## **AGENT Position Expectations**

**All New Mexico Extension & Outreach Agents** are responsible for the following list of position expectations as well as additional responsibilities agreed upon by the Agent and County, District and/or College Department Heads. This information should be used when developing an individualized position description.

### **Program Planning**

1. Agents participate in, and/or are responsible for, the development of county plans of work in conjunction with appropriate subject-matter specialists.
2. Agents lead advisory committees, meeting with them at least twice yearly to develop Extension programs that meet expressed needs.
3. Agents ensure compliance with the civil rights laws. Through public notification and "all reasonable efforts," they make all programs accessible to clientele without regard to race, color, national origin, religion, sex, age, or handicap.
4. Agents procure grants and resources, both human and material, to develop and enhance Extension programs. They manage related accounts, grants, and resources in a professional manner.

### **Program Delivery**

1. Agents cooperate & collaborate with other Extension faculty and staff, including specialists, to develop and conduct comprehensive Extension educational programs.
2. Agents provide programs based on grass roots recommendations.
3. Agents provide programs that incorporate the elements of Extension program excellence.
4. Agents prepare educational materials, coordinate, facilitate, and teach subjects that are relevant to individuals and groups.
5. Agents teach an adequate number of programs each year to provide program breadth and depth.
6. Agents effectively use information technology, mass media and personal contacts to disseminate program information.

### **Program Evaluation**

1. Agents evaluate some programs for outcomes and/or impacts each year. Some of the yearly evaluation efforts are in concert with specialists.
2. Agents satisfy accountability requirements by submitting program and administrative reports in a timely manner.



### **Community Collaboration**

1. Agents collaborate with local county agencies and community organizations and are members of local community councils and/or committees.
2. Agents maintain partnerships with local government, existing agencies, businesses, schools, outreach partners and organizations to strengthen or extend educational programs.

### **University Collaboration**

1. Agents provide feedback to specialists in the College and across the University regarding community needs and effectiveness of educational programs addressing those needs.
2. Agents serve as Extension program ambassadors for the university and provide support for student recruitment, as appropriate.
3. Agents working in common subject-matter areas communicate regularly with appropriate specialists and work as a team.
4. Agents provide organizational support to statewide events.
5. Agents exert initiative and influence within the organization regarding their expertise and experience.

### **Professional Development**

1. Agents pursue demonstrable and continuous professional development in the methodology of delivery and management of Extension programs.
2. Agents are competent in the use of information technology.
3. Agents participate in at least one professional development activity yearly.

### **Additional Responsibilities**

1. Agents, without a 4-H assignment, serve as a resource for the county 4-H Agent(s) and assist with leader recruitment, development, and training.
2. Agents perform other duties and responsibilities as assigned by the County Extension Director and/or District Director.