



SPECIALIST Position Expectations

All New Mexico Extension Specialists are responsible for the following list of position expectations as well as additional responsibilities agreed upon by the Specialist and the Department Head. This information should be used when developing an individualized position description.

Program Planning

1. Specialists guide statewide or area program planning in a specific subject area and develop plans of work in conjunction with appropriate specialists, agents, and administrators.
2. Specialists ensure compliance with the civil rights laws. Through public notification and "all reasonable efforts," they make all programs accessible to clientele without regard to age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.
3. Specialists 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.
4. Specialists facilitate applied or adaptive research and provide feedback to research faculty on research needs.
5. When appropriate, depending on the department and position description, specialists will develop their own applied research programs to address needs of their clientele.

Program Delivery

1. Specialists incorporate the elements of Extension program excellence into their work.
2. Specialists locate, adapt and/or develop Extension curricula and related support materials for county program delivery.
3. Specialists deliver programs upon request throughout the state and train agents to deliver their curricula.
4. Specialists effectively use information technology, mass media and personal contacts to disseminate program information.

Program Evaluation

1. Specialists seek feedback and input from agents on client needs and curricular content.
2. Specialists evaluate program outcomes and/or impacts each year, in concert with agents, wherever possible.
3. Specialists satisfy accountability needs by submitting program and administrative reports in a timely manner.



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Community Collaboration

1. Specialists are in-depth subject experts who develop and evaluate curricula and address clientele questions requiring their depth of knowledge.
2. Specialists train faculty and select clientele through individual and group meetings and in-service trainings.
3. Specialists build strong partnerships with agents, government, agencies, businesses, outreach partners and organizations to create, strengthen or extend educational programs.
4. Specialists respond in appropriate ways to needs of the 4-H youth development program.
5. Specialists work with colleagues in other states to develop relevant programming.

University Collaboration

1. Specialists cooperate and collaborate with other Extension faculty and staff including agents to develop and conduct comprehensive Extension educational programs in their area(s) of expertise.
2. Specialists work in common subject matter areas with agents, communicate regularly, and work as a team.
3. Specialists introduce clients to relevant university programs and participate in recruitment activities, as appropriate.
4. Specialists serve as Extension program ambassadors to university colleagues.
5. Specialists provide organizational support to statewide events.
6. Specialists consistently work to exert initiative and influence within the organization, and across the state and region in their area of expertise.

Professional Development

1. Specialists keep abreast of, and provide up-to-date information about subject-area trends and research findings.
2. Specialists pursue demonstrable and continuous professional development regarding methodology of delivering and managing Extension educational programs.
3. Specialists are competent in the use of information technologies.
4. Specialists participate in at least one professional development opportunity yearly.

Additional Responsibilities

1. Specialists perform other duties and responsibilities, as assigned by their Department Head.