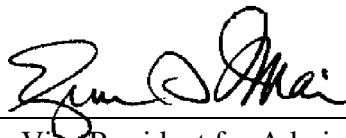


COUNTY ADMINISTRATOR, CTAHR

This is professional administrative and supervisory work in the direction of all research and extension activities in a county. Responsible for the entire extension program and all college activities in a given county, including developing objectives, priorities and implementation plans based on the needs of the county; participating in the development of statewide plans for agricultural industries, commodities and natural and human resources; reviewing and recommending funding for faculty projects based on county plans and priorities; monitoring and evaluating program accomplishments; representing the University and the college in interactions with county, state, and federal agencies, advisory, industry and community groups, and the general community; representing county interests in the planning and program activities of the college; and performing extension work on a selected basis, involving consultative services, disciplinary and commodity research, and development and implementation of educational programs and materials. Scope of responsibility also includes fiscal, budgetary, personnel and other administrative aspects in the direction of the operations and maintenance of multiple branch stations in support of research projects. This includes facilities management; review and recommendation of CIP projects; development and maintenance of budget and allocation of equipment, facilities and staff for all activities in the county; evaluation of extension agents, including promotion and tenure recommendations; and supervision of a large staff of academic, administrative, professional and technical personnel. Positions in this class function independently within broad University and college policies, exercising wide latitude in the administration of programs to meet the needs of the county and the University. Work is reviewed by observation of results and is performed under general supervision.

The amendment and retitling of the class County Administrator, HITAHR, to County Administrator, CTAHR, is approved effective September 16, 1999.



Senior Vice President for Administration

October 15, 1999

Date