

Assistant Director for Field Operation (ADFO)
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=204887>

Downloaded On: May. 30, 2023 8:36pm

Posted Feb. 2, 2023, set to expire Nov. 1, 2023

Job Title	Assistant Director for Field Operation (ADFO)
Department	ACES Administration
Institution	Auburn University Auburn, Alabama
Date Posted	Feb. 2, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Agricultural - General
Job Website	https://www.auemployment.com/postings/35362
Apply By Email	
Job Description	

Job Summary

This posting is reserved for internal ACES candidates only. This does not include TES workers.

There will be five positions filled from this posting, the five locations will be

1. Northeast Set
2. West Central Set
3. South West Set
4. South East Set
5. Central Set

Assistant Director for Field Operation (ADFO)
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=204887>

Downloaded On: May. 30, 2023 8:36pm

Posted Feb. 2, 2023, set to expire Nov. 1, 2023

Please indicate in your CV the set(s) you are interested in along with preference.

Reporting to the System Associate Directors, the Assistant Director for Field Operations (ADFO) provides leadership to their assigned geographic area within the Alabama Cooperative Extension System (ACES) field operations in a multi-county region and administrative and programmatic support to extension personnel assigned to the regions in understanding, planning, developing, implementing, and evaluating an effective Extension Education Program. Responsible for regional leadership to build a culture of communication, connection, and collaboration that reinforces mutual accountability and organizational values through strong regional communities of extension personnel and support relevant programming that addresses economic and social challenges of counties, region, and state. Works in close cooperation with the Assistant Directors for Programs and is a member of the System Program Team.

Essential Functions

- Responsible for the recruitment, hiring, supervision, professional development, mentoring and performance assessment of County Extension Coordinators located within assigned region.
- Provides co-supervision of Regional Extension Agents related to field operations within region. Assists in the recruitment and mentoring of Regional Extension Agents.
- Assists regional extension team in partnering and developing regional program strategies to generate new revenues, public appropriations, grants, contracts, user fees, and donations to maintain programming. Reviews regional programming efforts to determine progress and areas needing improvement and additional emphasis.
- Routinely interfaces with the ACES business offices to ensure efficient and compliant field operations of the County Extension Offices are conducted in a manner consistent with the vision of the Alabama Cooperative Extension System and the policies of Auburn University and Alabama A&M University and provides oversight of the county's budget and expenditures.
- Leads program planning process within the region to include development of advisory committees and councils, annual needs assessments, plan-of-work development, implementation, and reporting.
- Serves as the first level reviewer of the county Civil Rights plans and annual Civil Rights desk reviews and participates in conducting internal Civil Rights reviews.
- Fosters the use of technology, social media, and digital products to engage extension personnel and new audiences.
- Strengthens cooperative partnerships with County Commission and other organizations by

Assistant Director for Field Operation (ADFO) Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=204887>

Downloaded On: May. 30, 2023 8:36pm

Posted Feb. 2, 2023, set to expire Nov. 1, 2023

providing outcomes, impacts, along with sharing the financial commitment by ACES and the parent universities. Serves as a resource to both CEC's and various governmental representatives.

- Officed in region and travels throughout region to multiple County Extension Offices.
- Utilizes and promotes a team approach to build a community of Extension colleagues within region and to build community partnerships of agencies and organizations that leverage program capacity.
- Participates in Southern Region Middle Managers Workgroup.

Minimum Qualifications

Minimum Qualifications

Master's degree in discipline related to extension programming PLUS (7) years experience in supervising and/or leading employees or volunteers. Experience leading or coordinating programs or events.

Minimum Required Knowledge

- Knowledge of Land-Grant system, mission of Cooperative Extension and federal, state, and local partnerships.
- Knowledge of Human Resource policies, practices, and laws, fundraising techniques, contracts and grants administration, and University policies and procedures.
- Knowledge of generation and management of revenue streams to support applied-research, extension, or similar programming.
- Knowledge of working with youth and adult learners, understanding generational differences, and appreciating the nuances of a complex organization.
- Ability and willingness to travel throughout the assigned multicounty regions (high volume of travel required).

Minimum Skills, License, and Certifications

Minimum Skills and Abilities

Assistant Director for Field Operation (ADFO)
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=204887>

Downloaded On: May. 30, 2023 8:36pm

Posted Feb. 2, 2023, set to expire Nov. 1, 2023

- Knowledge of Land-Grant system, mission of Cooperative Extension and federal, state, and local partnerships.
- Knowledge of Human Resource policies, practices, and laws, fundraising techniques, contracts and grants administration, and University policies and procedures.
- Knowledge of generation and management of revenue streams to support applied-research, extension, or similar programming.
- Knowledge of working with youth and adult learners, understanding generational differences, and appreciating the nuances of a complex organization.
- Ability and willingness to travel throughout the assigned multicounty regions (high volume of travel required).

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact