

LANCASTER COUNTY EXTENSION ASSISTANT II

NATURE OF WORK

This is responsible technical work assisting the Extension Educator in the interpretation of research and extension data and its practical application by the public.

Work involves responsibility for researching and responding to inquiries from the general public and making recommendations based upon samples and information submitted; ensuring recommendations comply with those approved by the University of Nebraska Cooperative Extension Service specialists and the U.S.D.A.; developing and presenting communications related materials. Supervision is received from the Extension Educator with work being reviewed in the form of oral and written reports, accuracy of information communicated and the effectiveness of programs provided.

EXAMPLES OF WORK PERFORMED

Identify problems and recommend alternatives/solutions to clientele consistent with approved practices and agency protocols.

Determine teaching techniques and recommend training procedures to be utilized in the development of programs by other staff members.

Organize the content and method of presentation for promotional materials, press releases, displays, exhibits, and direct mailing pieces.

Identify special informational needs of clientele and develop teaching procedures and techniques to satisfy those requirements.

Organize, instruct, and implement volunteer programs for assigned county-wide projects.

Plan, develop and present extension programs to the general public.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge, experience or training in subject matter related to the specific duties of the position and its relation to cooperative extension work.

Knowledge in the use of desktop publishing and database software required for certain work responsibilities within this classification.

Ability to interpret and analyze recommendations as received from a supervisor.

Ability to supervise, train, and coordinate the activities of volunteer employees.

Ability to collect, organize, and present programs and promotional materials.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in agriculture, horticulture, forestry, family and consumer science, education or related field plus six months of experience serving in a related area of the extension service or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

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