



POSITION ANNOUNCEMENT

Requisition Number - 340411

July 26, 2008

Ohio State University Extension
Human Resources
2120 Fyffe Road, Room 10
Columbus, OH 43210-1084

Phone: 614-292-5683
Fax: 614-292-5100
<http://extensionhr.osu.edu>

POSITION: County Extension Educator
Community Development

LOCATION: Crawford County
Headquarters in Bucyrus, OH

DATE OPEN: Immediately

DEADLINE DATE: August 24, 2008



COUNTY PROFILE: County information may be found at the following web address:
<http://crawford.osu.edu/>

JOB DESCRIPTION AND RESPONSIBILITIES: Working collaboratively with a team of Extension professionals, County officials, the County Economic Development Director and the Crawford Economic Development Partnership, Inc. and community volunteers, the Crawford County Extension Educator will:

- Provide leadership for the development of educational programs in three areas of emphasis: Community Leadership; Community Wellness and Environment; and Public Issues Education Business and Economics; Community; Natural Resources, Community Leadership and Environment.
- Develop and facilitate the work of a community development program in Crawford County that includes inventorying the various community development and community services organizations within the County and identifying the services being provided by those organizations.
- Develop and facilitate a county-wide strategic plan that utilizes the community development and community services organization inventory list and other community development needs that have been identified by a county-wide community development advisory committee appointed by the Economic Development Partnership, Inc. and OSU Extension Educator.
- Coordinate a network of community development entities that encourages the elimination of redundancy and fosters collaboration and effectiveness.
- Using county data facilitate public input to guide community-based decisions concerning community development.
- Conduct community data analysis to increase the local knowledge base necessary for informed individual and community decision-making.
- Provide subject matter knowledge that assists the local community to effectively utilize state and Federal community development programs.

- Develop a comprehensive leadership training program within Crawford County that will encourage citizen engagement in local government and public service.
- Effectively utilize various teaching methods to assist the community in implementing a balanced development approach.
- Develop an area of specialization within one of the Extension Community Development Areas of Emphasis - Business and Economics; Community; Natural Resources and Environment - consistent with Crawford County needs and personal interest.
- Establish membership and participate in professional organizations; participate in educational activities to stay current in community development strategies and trends.
- 10% of Educator's time will be dedicated to statewide issues.

QUALIFICATIONS: An earned Master's degree in the field of public administration, business administration, community planning, community development, applied economics or a related field is required. The successful individual will have strong written and oral communication skills and experience in working with diverse clientele and organizations. Demonstrated leadership ability in designing, promoting, implementing and evaluating educational programs and applying community development processes to the solution of community issues is sought. Networking, team building and collaborative skills are necessary. A willingness to work flexible hours with minimal supervision is expected. The successful candidate will be asked to complete, submit and have on file in the OSU Extension Human Resources Office a fingerprint criminal background report and a DMA (Declaration of Material Assistance) form before their start date.

SALARY: Commensurate with experience/credentials. Must provide own transportation with mileage allowance at \$0.505 per mile (03-19-08).

ANTICIPATED INTERVIEW DATES: Selected candidates will be invited to interview at Ohio State University's main campus on September 22, 2008 and in the county at a later date.

OTHER BENEFITS OFFERED: Group life, medical-surgical, major medical, hospitalization, vision, dental and disability insurance, retirement plans, Workers' Compensation, annual vacation, OSU fee allowance and sick leave.

TO BUILD A DIVERSE WORKFORCE OHIO STATE UNIVERSITY EXTENSION ENCOURAGES APPLICATIONS FROM INDIVIDUALS WITH DISABILITIES, MINORITIES, VETERANS, AND WOMEN. EEO/AA EMPLOYER. TDD# 1-800-589-8292.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION OFFICER: Garee W. Earnest, Ph.D., Leader, Human Resources, OSU Extension, 2120 Fyffe Road, Room 10, Columbus, OH 43210-1084

REGIONAL DIRECTOR, OPERATIONS: Dr. Jack Kerrigan, North Central Region, Ohio State University Extension, OARDC, Admin. Bldg., 1680 Madison Ave., Wooster, OH 44691.

TO APPLY: Complete application instructions at http://extensionhr.osu.edu/career/career_application.html

To receive full consideration for this position, qualified applicants must submit the following materials:

1) Completed OSU online application at <http://jobs.osu.edu/> **2)** Email items 2-5 to: bahnsen.9@cfaes.osu.edu **3)** Cover letter **4)** Resume/Vita and list of experiences and abilities **5)** List of at least three professional references; include email addresses, names, addresses, phone numbers **6)** Official graduate and undergraduate transcripts showing the dates conferred (copies are acceptable); email as a pdf or have ordered transcripts sent to: Ohio State University Extension / Human Resources / Attention: Toni M. Bahnsen / 2120 Fyffe Road, Room 10 / Columbus, OH 43210. **Application materials must be submitted on or before the deadline date listed.**