

*Putting knowledge to work with the people of Maine.*

**University of Maine Cooperative Extension**

**Position Description**

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| **Position Title:** | Executive Director of Extension Operations |
| **Rank:** **Department:** | Professional ICooperative Extension |
| **Position Type:** | Regular, full-time non-rep professional |
| **Reports to:** | Associate Dean of Cooperative Extension |

**Executive Director Extension Operations position purpose:**

The Executive Director of Extension Operations (EDEO) with the University of Maine Cooperative Extension is responsible for directly overseeing the operations and facilities of the Cooperative Extension, including direct supervision of administrative support staff based in county offices.

**Essential Duties and Responsibilities:**

* Supervise County Office Liaisons, conduct performance evaluations, and provide support and mentoring.
	+ Work with the Extension staff coordinator for onboarding.
* Support County Executive Committee on-boarding & recruitment
* Collaborate with county staff to maintain relationships with county commissioners, communities, and the county association/executive committees.
* Collaborate with the county associations/executive committees and local county staff to facilitate the development and approval of the county Extension budget and finances.
	+ When appropriate, present budgets to the county government.
* Participate in creating opportunities for dialogue and consistency in communication.
* Oversee county office closure decisions (weather, staffing, etc..) and report / notify ELT / appropriate staff
* Assist with county office coordination of vendor and lease contracts
* Develop operational and financial efficiencies
* Serve as point of contact for interactions with University of Maine/University of Maine System Facilities related to:
	+ Work orders (in coordination with appropriate Extension contact)
	+ Facilities issues, maintenance, and safety (including small construction projects)
	+ Coordinate office moves
	+ Facilities Procurement/Performance agreements
* **Budgeting for Facilities**
	+ Work with Extension’s Financial Administrator to develop annual facilities-related revenue and expense budgets for Education & General (E&G) and Extension-funded facilities and offices.
* **General Oversight and Coordination**
	+ Point of contact for emergencies and all interactions with the UMS Safety Office
	+ Serve as liaison to the UMaine Department of Safety & Environmental Management (SEM)
	+ In collaboration with the Associate Dean,
		- Serve as liaison to the UMaine System Legal Counsel, as needed, to address issues in partnership with the Extension Leadership Team
		- Coordinate new leases, amendments to current leases, and insurance issues through UMS Risk Management/Governance Office
	+ Project management oversight
* **Other Duties As Assigned**

**Knowledge Skills & Qualifications**

**Required:**

* A minimum of a bachelor’s degree is required
* Approximately 5 years of experience in management, risk management, business administration or related fields
* Experience and proven ability to supervise staff in a remote/hybrid/statewide capacity, with regular contact and accessibility
* Demonstrated ability in effective leadership techniques and group process skills
* Excellent oral and written communication skills with demonstrated ability to enhance the communication skills of others
* Demonstrated ability to meet deadlines and requirements
* Ability to work independently and manage multiple tasks in an autonomous work environment as well as work effectively as part of a team, and able to achieve and document measurable results.
* Demonstrated experience working with budgets and finances
* Must be analytical and a good problem-solver
* Experience with project management
* Excellent computer skills, which require a strong knowledge of the Microsoft suite of software programs
* Ability to travel, normally requiring a valid driver's license

**Preferred:**

* Master’s degree in management, risk management, business administration or related fields
* Experience with developing and improving systems and processes
* Experience working with communities and municipalities
* Experience with volunteer development
* Experience with mediation and conflict resolution
* Demonstrated experience working with diverse audiences and knowledge of equal

opportunity, affirmative action, and civil rights policies

* Experience working with federal reporting

**Supervisory Responsibilities**

The EDEO will supervise County Office Liaisons, which involves onboarding, mentoring, conducting performance evaluations, and providing feedback.

**Work Schedule**

Normal University of Maine Cooperative Extension office hours are Monday

through Friday, 8:00 a.m. to 4:30 p.m. Schedule adjustments, including some evening and occasional weekend work throughout the state, will be necessary to meet the needs of the

Organization.

**Work Environment**

This position will be based on the University of Maine campus in Orono, Maine, 2-4 days per month and remaining time in the field or working remotely. Frequent travel throughout the state is required, and regional travel is expected.

**Bargaining Unit & Schedule for Evaluation:** Universities of Maine Non-Represented Faculty and Salaried Staff Association. In the initial six months of employment, then annually thereafter.

**To Apply:**

To apply, materials must be submitted via "Apply For Position".  The applicant will need to create a profile and application, upload a letter of intent (cover letter) addressing the specific job requirements, updated curriculum vitae, and contact information for three (3) current professional references (names, addresses, phone numbers, e-mail addresses, and relationship to applicant) that may be contacted. The applicant will also need to complete the affirmative action survey, the self-identification of disability form, and the self-identification of veteran status form. Incomplete application materials cannot be considered.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace-related screenings and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment. Appropriate background checks are required.

*In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Maine System does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender, gender identity or expression, ethnicity, national origin, citizenship status, familial status, ancestry, age, disability physical or mental, genetic information, or veterans or military status in employment, education, and all other programs and activities. The University provides reasonable accommodations to qualified individuals with disabilities upon request. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Equal Opportunity, 5713 Chadbourne Hall, Room 412, University of Maine, Orono, ME 04469-5754, 207.581.1226, TTY 711 (Maine Relay System).*