



## WASHINGTON STATE UNIVERSITY **EXTENSION**

### **TITLE**

Assistant Professor and Jefferson County Director

### **DESCRIPTION**

Washington State University and the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) seeks a Director of WSU Extension's Jefferson County Extension office. This is a permanent, 12-month, full-time, faculty career track appointment. Appointment is at the rank of Extension Assistant Professor or Extension Associate Professor. The position is headquartered at the WSU Extension Jefferson County Office in Port Hadlock, Washington.

### **THE OPPORTUNITY**

This position is responsible for leading WSU Extension education and applied research programs in the local area, as well as providing technical expertise and support to all Extension programs in the County. The Director furthers the mission of WSU Extension by leading and supporting high impact Extension programming in a collaborative work environment that fosters teamwork with county Extension coordinators, WSU faculty and staff, and community stakeholders.

The WSU Jefferson County Extension Director serves as the lead administrator for WSU Extension's operations in Jefferson County and is responsible for overall management of the local County Extension Office. The Director is expected to foster a strong and collaborative relationship with Jefferson County government and local partners, as well as support and inspire a collaborative environment among WSU Extension and County personnel. To be successful, the Director must deliver on WSU Extension's mission, vision and core values with strong leadership and sound management of people and resources.

### **LINE OF RESPONSIBILITY**

This position is responsible to the appropriate Extension Program Unit Director, and the CAHNRS Associate Dean and Director of Extension and works collaboratively with the County Directors and Extension faculty and staff across the state and on WSU campuses and at other WSU locations. It is anticipated that this position could report through any of the three WSU Extension Program Units (Agriculture & Natural Resources, Community & Economic Development or Youth & Families), depending upon qualifications and preferences.

### **RESPONSIBILITIES**

- Provide strong, visionary, and progressive administrative leadership to the county department on behalf of the total organization.
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and management systems.
- Provide leadership, expertise, and programming to faculty and staff to develop, deliver, and evaluate exceptional, comprehensive educational programs that address priority program areas of agriculture, food systems, community and economic development, natural resources, and youth and family development as identified by the citizens, the counties, and the University collectively through extensive needs assessment and program planning methodology.
- Utilize traditional as well as innovative educational methodologies that may include the use of grant-hired staff, mobile and web-based technologies, trained volunteers, applied research, on-site demonstrations, and other Extension approaches that have proven effective and appropriate to reach local audiences.
- As County Director, provide proactive engagement with county government; leadership for fiscal and budget management; leadership for civil rights compliance; and maintain a county advisory system.
- As a faculty member, create peer-reviewed extension publications, other scholarly products and educational materials that are consistent with expectations for WSU Extension scholarship.
- Develop grants and extramural funding resources to advance program priorities to meet the needs of Jefferson County residents.
- Collaborate and partner with internal and external individuals and groups; including other WSU faculty, federal and state agency personnel, county department personnel, a diverse set of community organizations, youth, families and volunteers.
- Serve as an active member on WSU Extension Teams.
- Promote, facilitate, and provide technical assistance and manage local volunteers in support of Extension programs.
- Perform other duties assigned by the Extension Director, CAHNRS Dean, and WSU Provost.
- Additional guidelines on the duties and responsibilities of chairs and directors is available in the [Faculty Manual](#) and in the [Provost Guidelines on the Duties and Responsibilities of Chairs and Directors](#).

## **REQUIRED QUALIFICATIONS**

- Earned Master's degree and demonstrated knowledge and experience of at least one core program area of Agriculture, Natural Resources, Organizational or Economic Development, and/or Family and Consumer Sciences by the time of hire.
- Two years of related community, county, or regional-based experience.
- Demonstrated administrative and organizational skills, as evidenced by successful performance in personnel management; fiscal management; strategic planning;

evaluation; and critical decision-making.

- Demonstrated commitment to expanding and fostering social justice, diversity, equity, and inclusion and the ability to work with a variety of diverse individuals and communities.
- Record of scholarly achievement appropriate for an appointment at the rank of Assistant or Associate Professor in CAHNRS/Extension.

## **PREFERRED QUALIFICATIONS**

- Documented history of transparent and high integrity leadership.
- Demonstrated competency in planning, implementation and evaluation processes of Extension programs.
- Demonstrated ability in extramural fund development, including grant writing.
- Budget management skills, including budget preparation, analysis, decision-making and reporting.
- Demonstrated leadership and teamwork with interdisciplinary and/or multi-agency teams.
- Demonstrated ability to communicate effectively using verbal, written, and listening skills and to work effectively with a variety of audiences, including elected officials, staff, volunteers, media, youth, agency representatives, and others.
- Demonstrated ability to work with diverse stakeholders such as community leaders, farmers, agribusiness, government agency representatives, elected officials, environmentalists, consumers, youth and volunteers.
- Demonstrated ability to deliver educational programs using a variety of methodologies and technologies.
- Ability to demonstrate knowledge and understanding of the U.S. Land Grant University system, philosophy and mission; as well as a vision of future Extension needs and the ability to communicate on these matters.
- Five years of related community, county, or regional-based experience.

## **JOB EXPECTATIONS**

- Reliable transportation for year-round travel is required. Mileage will be reimbursed for work-related travel at the approved state rate if using a private vehicle. While using a private or WSU motor pool vehicle for official business, have current automobile liability insurance (meeting the requirements described in RCW 46.30.020 and RCW 46.29.090) and possess a valid driver's license.
- Extension faculty members are hired into the organization. It is possible that future circumstances may require relocation.
- The candidate will understand and carry out the principles and specific requirements of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Affirmative Action Plan, and all pertinent rules and regulations.
- Employment is contingent upon a successful background check.

## **SALARY**

Annual Salary: \$75,000 to \$85,000

The above salary reflects the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, assigned rank and abilities related to the position. WSU offers a comprehensive benefits package which includes paid sick and vacation leave; paid holidays; medical, dental, life and disability insurance package for employees and dependents; retirement; deferred compensation and optional supplemental retirement accounts.

View the [HRS Benefits website](#) for details on competitive benefits available.

## **APPLICATION PROCESS**

Application screening begins immediately and will continue until the position is filled. Apply at <https://hrs.wsu.edu/jobs/> (search #R-6086). Applications must include the following materials:

- 1) Cover letter addressing how your experience meets the required and preferred qualifications for the position,
- 2) Current Curriculum Vitae,
- 3) Statement on contributions to diversity, equity, and inclusion as they relate to the university, college, and program unit mission and vision, and
- 4) Names and contact information for four professional references.

For questions about the position, contact Christina Sanders, Search Committee Chair at 509-335-4811.

## **JEFFERSON COUNTY**

Jefferson County's economic base grew from a rich history of natural resources dependence including logging and fishing in the late 1880s. Today, the economy of Jefferson County is comprised of a mix of an industry, including active marine trades, a paper mill and an active agricultural base. Industrially, the county's history, climate and terrain supports healthy natural resource reliant and maritime sectors, including lumber, fish processing, ship repair and maintenance as well as ship and boatbuilding.

Our mix of economic activity has resulted in an agricultural (both organic farming and aquaculture) community made up of diverse producers, some whose families have lived in east Jefferson County for multiple generations and dozens of recent agricultural producers who have flourished over the past couple of decades.

The natural beauty and productivity of the Olympic Peninsula draw people to visit and retire locally. These folks benefit from and actively support local sustainable agriculture by getting their sustenance from our local producers and in many cases providing funding for producers to get on

land and develop their businesses. Many of our producers also export some of their produce off the peninsula into the region.

## **WSU EXTENSION**

With 39 county Extension offices and 1 tribal location throughout the state, WSU Extension is the front door to the University. Extension builds the capacity of individuals, organizations, businesses, and communities, empowering them to find solutions for local issues and to improve their quality of life. Extension collaborates with communities and industries to create a culture of life-long learning and is recognized for its accessible, learner-centered, relevant, high-quality and evidence-based, unbiased educational programs. To learn more about WSU Extension, visit: <https://extension.wsu.edu/about-extension/>

## **COLLEGE OF AGRICULTURAL, HUMAN, AND NATURAL RESOURCE SCIENCES**

The College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) at Washington State University is an expansive and diverse college that includes 12 academic units, 3 Extension program units, 4 research and extension centers distributed across the state, 13 subject matter centers, and 1 tribal and 39 county Extension offices. CAHNRS fosters disciplines that serve at the interface of scientific discovery and its application to the advancement of society and improvement of the human experience. Our mission is to provide global leadership in discovering, accessing, and disseminating knowledge that contributes to producing a safe, abundant food and fiber supply; promotes the well-being of individuals, families, and communities; enhances sustainability of agricultural and economic systems; and promotes stewardship of natural resources and ecological systems. CAHNRS personnel embrace the opportunity to fulfill the university's land-grant mission by making groundbreaking research discoveries, by utilizing innovative approaches to teaching and learning, and by delivering relevant, progressive extension programs that synergistically generate outcomes that enhance the quality of life for the citizens of Washington State, as well as for people around the globe. For more information, visit <http://cahnrs.wsu.edu>.

## **WASHINGTON STATE UNIVERSITY**

Founded in 1890 as Washington's original land-grant university, Washington State University is a comprehensive land-grant university with teaching, research, and Extension missions, and one of two research universities in Washington State. WSU is organized into 11 academic colleges, the Honors College and the Graduate School. It has an enrollment of more than 31,000 undergraduate and graduate students on five campuses (Pullman, Spokane, Tri-Cities, Vancouver, and Everett) with approximately 21,000 students located on the main campus in Pullman, WA. Additionally, research centers are located throughout the state, extension offices are located in every county, and online degree programs are offered worldwide. Additional information about WSU's statewide locations can be found at <https://wsu.edu/about/statewide/>. WSU ranks among the top 60 public research universities and is a Carnegie I, Doctoral/Research Extensive University. WSU strongly values diversity among its faculty, staff, and students, and seeks to ensure a welcoming community for all.

Further information about WSU can be found at [www.wsu.edu](http://www.wsu.edu) and <https://wsu.edu/about/facts/>.

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WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and other protected veteran, persons of disability and/or persons age 40 and over are encouraged to apply. WSU is committed to excellence through diversity and faculty-friendly policies including a partner accommodation program and a NSF ADVANCE Institutional Transformation grant see <http://www.advance.wsu.edu>. WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services. WSU is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or [hrs@wsu.edu](mailto:hrs@wsu.edu).