

COUNTY EXTENSION DIRECTOR ADMINISTRATIVE REVIEW

OF

NAME OF CED

(_____ COUNTY)

Review the performance of the CED in each of the six performance dimensions. Comment on the individual's ability to perform the performance behaviors listed within each dimension. Using the scale provided at the end of each section, check the rating which indicates your perception of the individual's performance.

Return completed questionnaire to:

Penn State Cooperative Extension & Outreach
South Central Regional Office
401 Ag. Administration Building
University Park, PA 16802

EE..... Exceeds Expectations
ME Meets Expectations
PME Partially Meets Expectations
FME Failed to Meet Expectations
DKN..... Don't Know

1. POLICIES AND PROCEDURES	COMMENTS:
<p><u>Performance Behaviors</u></p> <ul style="list-style-type: none"> • Understands and articulates the mission of the College of Agricultural Sciences and Cooperative Extension; • Has a sound knowledge of university, college and county policies and procedures and assures that they are applied in a consistent manner; • Keeps program staff (professionals, para-professionals, volunteers involved in the delivery of extension programs) and support staff (secretaries, part time office help, interns) and County Extension Board informed of new policies and procedures; • Periodically reviews established policies and procedures with staff and extension board; • Periodically review affirmative action policies and compliance procedure with staff and boards; and • As appropriate and necessary, initiates policy change. 	

Rating: Check the response which indicates the appropriate level of performance for all behaviors within this performance dimension.

EE
 ME
 PME
 FME
 DKN

2. COUNTY PROGRAM DEVELOPMENT AND MANAGEMENT

COMMENTS:

Performance Behaviors

- Understands the extension program development process and is knowledgeable about priority program thrusts;
- Provides leadership in assessing county needs which result in a comprehensive extension education program;
- Provides leadership and assists staff in developing Professional Job Objectives (PJOs) which include short and long range program goals; and affirmative action efforts;
- Promotes a team approach among county, multi-county, regional and state staff and faculty in the development, implementation and evaluation of programs;
- Provides leadership to assure balanced extension board and program advisory committees;
- Assists staff in developing and utilizing effective program development committees and in setting program priorities; and
- Challenges staff to be innovative in program development, delivery, and outreach efforts.

Rating: Check the response which indicates the appropriate level of performance for all behaviors within this performance dimension.

_____ EE _____ ME _____ PME _____ FME _____ DKN

3. FISCAL MANAGEMENT

COMMENTS:

Performance Behaviors

- In cooperation with staff and budget committee of the county extension board, provides leadership in the development and presentation of an adequate budget necessary to support county extension programs;
- Oversees that budget is allocated so that all staff have support to conduct programs;
- Monitors the budget to assure proper management of finances;
- Provides for the development and maintenance of all fiscal records as required; and
- Explores, as appropriate, external funding opportunities to develop and/or expand extension programs.

Rating: Check the response which indicates the appropriate level of performance for all behaviors within this performance dimension.

_____ EE _____ ME _____ PME _____ FME _____ DKN

4. HUMAN RESOURCE MANAGEMENT

COMMENTS:

Performance Behaviors

- Creates and maintains an office environment in which positive communications between all program and support staff can occur;
- Evaluates all staff in a fair and consistent manner based on a sound knowledge of an individual's program;
- Serves as a role model for continuing personal and professional development of all staff;
- Provides leadership to staff in balancing personal and professional life through utilization of effective organization and time management skills;
- Motivates, counsels, directs and recognizes the accomplishments of staff;
- Manages interpersonal problem relationships among staff skillfully;
- Provides leadership for the new staff orientation program at the local level;
- Provides leadership for all staff to participate in professional development including cultural diversity education opportunity; and
- Assures that equal employment opportunity policy and practices are followed in all hiring opportunities (or other fixed term positions, i.e., summer assistance, program assistance).

Rating: Check the response which indicates the appropriate level of performance for all behaviors within this performance dimension.

_____ EE

_____ ME

_____ PME

_____ FME

_____ DKN

5. OFFICE/FACILITY MANAGEMENT

COMMENTS:

Performance Behaviors

- Oversees the management of office operations (including the selection and purchase of up-to-date equipment; layout of office space, etc.) to provide adequate support for all extension programs;
- If appropriate, oversees the operation and maintenance of auxiliary facilities 4-H centers, satellite offices, etc.;
- Works to assure that facilities meet American Disabilities Act (ADA) standards; and
- Office facility portrays inviting atmosphere for all cultures, i.e., pictures representing diverse audience, brochure rack offers a diversity of publications in English and Spanish.

Rating: Check the response which indicates the appropriate level of performance for all behaviors within this performance dimension.

_____ EE _____ ME _____ PME _____ FME _____ DKN

6. RELATIONSHIPS AND LIAISONS

COMMENTS:

Performance Behaviors

- Provides leadership in developing and implementing a county public relations program for extension;
- Develops liaisons with a variety of external agencies, organizations, and publics and encourages staff to do the same;
- Maintains high visibility of extension programs;
- Has knowledge of the "power" and the political structure within the county;
- Interacts with county, state and federal officials to establish and develop an effective working relationship; and
- Provides leadership for coordinating the implementation of a plan for marketing the county extension program to a diverse audience.

Rating: Check the response which indicates the appropriate level of performance for all behaviors within this performance dimension.

_____ EE _____ ME _____ PME _____ FME _____ DKN

SUMMARY COMMENTS

Signature of Respondent (Optional)

Date