

COUNTY DIRECTOR'S PROFESSIONAL EXPECTATIONS CHECKLIST

PLANNING AND ADVISORY COMMITTEES			
	Exceeds Expectations	Meets Expectations	Needs Improvement
Advisory System			
• Utilized and Well-Informed			
• Capable of Serving as Local Advocates for Program and Budget			
Research-Based Programs			
• Supportive Force for Developing Relevant, Research-Based Programs			
• Programs Aligned with Extension and WSU Strategic Goals			
Develops County Program Impact Document			
• Summarizes Program Impacts			
• Shared with County Government and Stakeholders			
Leadership for Interdisciplinary Work			
• Programs Aligned with Local Government Priorities			
• Evaluation for Long-Term Outcomes			
Positive Work Environment in Maintained			
• Sets an Example of Professional Behavior			
• Prompt Resolution of Conflict			
FOSTER COMMUNITY RELATIONSHIPS			
Local Government, Agency and Stakeholder Support			
• Regular Communication with Council, Commissioners, Executive, County Administrator, Department Head, etc.			
• Share Program Goals and Impacts with Influencers			
Extension's Image Proactively Promoted Through			
• Professional Staff			
• Proper Use of WSU Identity Guidelines			
• Outreach Materials			
• Signage Up-to-Date			
• Well-Maintained County Offices			
• Well-Trained Volunteers			

COUNTY DIRECTOR'S PROFESSIONAL EXPECTATIONS CHECKLIST

	Exceeds Expectations	Meets Expectations	Needs Improvement
OFFICE LEADERSHIP			
Staffing Levels			
<ul style="list-style-type: none"> • Adequate support staff 			
Public Access to Office and Programs			
<ul style="list-style-type: none"> • Office hours provide adequate access for the public • Website up-to-date 			
Annual Reviews and other Documentation			
<ul style="list-style-type: none"> • Annual Reviews Completed on Appropriate Staff by Organizational Deadline • Position Descriptions Reviewed and Updated • Professional Development Plans Reviewed • Personal Goals Reviewed • Input on Faculty Provided to Program Director • Volunteers are Included and Recognized as an Integral Part of the Office • Civil Rights Plan Annually Reviewed with Faculty and Staff • Outreach Efforts Documented for Civil Rights File • "Contacts by County" Spreadsheet Completed by Faculty and Program Staff 			
FINANCIAL AND OFFICE MANAGEMENT			
<ul style="list-style-type: none"> • County Budget Demonstrates Growth • Commissioners, Councils, Administrators, and appropriate Department Heads "understands" Extension • Organized and Up-to-Date Office with a Professional Atmosphere • County and State Policies and Procedures Followed • Office Functions as a Team with Clear Communication • Conflict is Addressed Early and Efficiently 			