

**COUNTY DIRECTOR'S PROFESSIONAL EXPECTATIONS CHECKLIST**

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

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