

PROGRAM SUPPORT SPECIALIST UW-EXTENSION

TO THE HONORABLE IOWA COUNTY BOARD OF SUPERVISORS:

WHEREAS, there is presently a position of full-time Secretary/Clerk/Typist which includes the duties of a Program Support Specialist;

WHEREAS, said Secretary/Clerk/Typist position is currently in the Iowa County department of UW-Extension;

WHERE, the Committee on Salary and Personnel, recommends that said position be re-titled and reclassified effective January 1, 1998, for the purpose of establishing the position of a full-time (35 hours per week) Program Support Specialist UW-Extension as recommended by the UW-Extension Committee;

WHEREAS, this position provides extensive and specialized support to the University of Wisconsin-Extension agents in Iowa County in the program areas of Agriculture, Family Living, and 4-H and Youth Development. This includes providing day-to-day supervision of and support for a multitude of tasks in the Extension Office both independently and in conjunction with the Department Head and Extension Agents.

WHEREAS, the more detailed list of tasks includes but is not limited to the following:

- in cooperation with agents assists in the planning, implementation and carrying out of Extension educational planning which includes the Educational Teleconference Network (ETN);
- possesses a well-rounded knowledge base of all areas of the Extension programming and shares requested information with the varied clientele;
- maintains the day-to-day operation of the office that includes supervision of a part-time secretary, interns and limited-term employees;
- in cooperation with the Department Head maintains and prepares the annual departmental budget;
- assists agents in compiling and editing numerous annual newsletters for all programs such as Agriculture (4-5 issues annually, each issue has a mailing list over 800), 4-H and Youth Development (12 monthly issues, each issue has a mailing list over 380), Home and Community Education (8 issues annually, each issue has a mailing list over 225);
- generates and maintains extensive mailing lists for the department;
- and, as the designated Office Computer Contact for University Extension coordinates electronic mail, planning and reporting software, other office software, 4-H related software and extensive databases.

WHEREAS, the establishment of a Program Support Specialist UW-Extension would not create a new position or increase the hours of employment of an existing position and reclassifies the Program Support Specialist UW-Extension position to range 3 of the Courthouse/Social Services contract;

NOW, THEREFORE, BE IT RESOLVED by the Iowa County Board of Supervisors that the current position of Secretary/Clerk/Typist which includes the duties of Program Support Specialist UW-Extension be re-titled for the purpose of establishing the full-time position (35 hours per week) Program Support Specialist UW-Extension;

BE IT FURHTER RESLOVED, that the Program Support Specialist UW-Extension position be moved to Range 3 of the Courthouse/Social Services contract;

BE IT FURHTER RESLOVED, that the 1998 salary allocation will come from the Iowa County Department of UW-Extension;