**County Coordinator Review Recommendations**

**UW Cooperative Extension Service**

**June 2011**

**Concept Process**  
The working group spent considerable time in consideration of the County Coordinator responsibilities as outlined in the annual UW CES University Extension Educator with County Coordinator or other Supervisory Duties Employee Performance Appraisal Instrument, and the County Coordinator Resource Guide. These instruments were reviewed to determine whether they properly delineated those specific and essential duties of current County Coordinators, and whether those duties and responsibilities should be used as a guide in developing a County Coordinator review instrument. The working group felt that these two instruments did accurately reflect the duties of the County Coordinators and could, therefore, be used to establish objective measurements for County Coordinator performance and success.  
  
One goal of the working group was to keep any review process as simple and non-onerous as possible. The group did not feel that a duplication of the effort required for educator performance appraisals was desirable, either for County Coordinators being reviewed, or for administrators doing the review. However, any process developed did necessarily need to be concise and sufficient to provide an accurate picture of the performance of the individual as a county administrator.  
  
An in-depth subject of discussion within the group was the purpose and use of the County Coordinator administrative assignment. Is the purpose of the County Coordinator assignment only to supervise the local office and provide a liaison with county commissioners and agencies, or is there a higher use and purpose for the assignment? *The group came to the conclusion that the County Coordinator position provides protracted and in-depth experience in leadership, cooperation, collaboration, public relations, budgeting, and work relationships for those holding the position. Since one goal of UW CES is to build the capacity and abilities of its staff, the group came to the conclusion that all capable and eligible staff within a county should have the opportunity for growth that the position of County Coordinator affords.*  
  
Unfortunately, the history of the County Coordinator assignment has not supported such a principle for growth in all employees, but has often been held by one person for many years. This practice has led to the cultural concept that, once earned, the position becomes an entitlement and loss of the position is negative. It would be the desire of this working group to see the cultural expectations of Wyoming CES change so the County Coordinator position would embrace the concept of building leadership capacity and which should properly be rotated among all eligible employees within the county, and that the present County Coordinator should use the position as a training and mentoring opportunity to prepare others for the position, in order that the skills, abilities, and careers of all employees might be expanded. Hence, the most successful county coordinator will be the one that has successfully trained others to step into the role of County Coordinator.  
  
**Recommended County Coordinator Review Process**  
In response to the concepts outlined above, this working group determined that the best response was to develop a County Coordinator Self-Evaluation Tool, rather than a review instrument. This Self-Evaluation Tool is designed based on leadership, fiscal management, coordination and responsibility, and, “to build leadership capacity.” Each eligible person within a county office will be considered for the position of County Coordinator and the successful candidate will be appointed for a period of five years. This process will allow a rotation of County Coordinator responsibilities to foster leadership within the county office as well as a better understanding of the county government.   
  
Rotation of County Coordinators will involve one county in each of the five extension areas each year. To begin the process, the first counties will be selected based on the longest tenure of the County Coordinator in the position in each area. In the second year it would be the county with the second longest tenured County Coordinator and so on. Thereafter the County Coordinator assignment will be recommended in each county every five years. Employees eligible for service (including the present County Coordinator) will complete a Self-Evaluation Tool briefly describing how they might address the responsibilities required of the position. Administration will review the Self-Evaluation Tools and make a selection. (Please see attached tool.)

The team would like to see conversations and trainings related to the process throughout:

·         New employee orientation  
·         County Coordinator training for **all** employees  
·         News Briefs articles