

SNOHOMISH COUNTY CLASS SPECIFICATION

COOPERATIVE EXTENSION ASSISTANT

Spec No. 2060

BASIC FUNCTION

Work with a team of individuals providing logistical, promotional and teaching support for WSU Extension educational programs, classes, workshops and events.

STATEMENT OF ESSENTIAL DUTIES

1. Provide technical services as part of a staff team that can include assistance with computer software programs, audio visual equipment, web pages, video and satellite conferencing and presentation software.
2. Provide direct services to the public in support of an Extension program that can include diagnosis of plant and pest problems, education and training on agriculture, nursery and forestry issues, and coordination of youth events.
3. Coordinate logistics for educational events that can include registration, venue arrangements, technology support, meals and other tasks necessary to provide a high quality public service.
4. Convene staff, interagency and regional meetings as needed to coordinate activities in the team work plan.
5. Coordinate promotion of educational programs through web pages, video presentation, e-mail and press lists.
6. Understand and carryout the policies of Snohomish County and WSU so that the public receives quality services in a safe environment.

STATEMENT OF OTHER DUTIES

7. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of experience in working as part of a team developing educational programs or public services. Demonstratable experience using computer technologies including office software suites, web page development tools, e-mail list serves and calendars, networking protocols, digital cameras and projectors and presentation software. A Bachelor's degree in biological, natural or agricultural sciences preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Drivers License is required. Ability to acquire a Public Pest Control Consultant License within one (1) year if required in job assignment may be required in some positions. Ability to pass a Washington State Patrol Criminal History Background Check.

KNOWLEDGE AND ABILITIES

Knowledge of:

SNOHOMISH COUNTY CLASS SPECIFICATION

COOPERATIVE EXTENSION ASSISTANT

Spec No. 2060

KNOWLEDGE AND ABILITIES (Continued)

- computers, projectors, cameras and other digital equipment
- computer networks and internet resources
- education and teaching techniques
- natural resources, eco-systems and agriculture

Ability to:

- operate and maintain computers and digital equipment
- design and maintain web pages
- teach and demonstrate in a class environment
- work effectively in a team environment
- communicate effectively orally, in writing and over the Internet
- coordinate and organize meetings, workshops and events
- follow diagnostic protocols to diagnose plant and pest problems
- conduct and interpret research in reference books and on the Internet related to natural resources, eco-systems and agriculture
- work with youth, adults and people from diverse cultures

SUPERVISION

Employees in this class report to the WSU Extension Director, Educator or administrative superior as assigned. The employee is part of one or more staff programmatic teams. The employee exercises own initiative in setting up educational events and seeking answers to technical questions from the public and staff. The work is performed with considerable independence with periodic reports made to team and supervisor on the status of projects.

WORKING CONDITIONS

Usual office environment with frequent field trips to locations throughout the County. Employees may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1983
Previous Spec No. 340280
Revised: January 2006
EEO Category: 5 - Paraprofessionals
Pay Grade: 234 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous