

**CSU Extension Faculty Position**  
**Office of Engagement and Extension**  
**Colorado State University**  
**Position Description: Draft 01/07/2026**

**Working Title:** Extension County Director, Clear Creek County (Natural Resources/4-H)

**Position Type:** Faculty

**Proposed Annual Salary Range:** \$61,900 - \$96,500 (commensurate on academic credentials and professional experience)

**Tenure Track:** No

**DESCRIPTION OF WORK UNIT**

The Office of Engagement and Extension (OEE), in cooperation with the Colorado State University (CSU) colleges and other units, has general charge over the University's educational programs and services across the areas of engaged scholarship, extension, and extended campuses, which complement and reinforce the research, teaching, and service missions of CSU. OEE is collaborative space for faculty, staff, and students pursuing and promoting community-based research, service-learning, industry partnerships, and other forms of the scholarship of engagement. In partnership with the CSU colleges and other divisions, OEE faculty and staff work throughout the state of Colorado to engage individuals and communities in the design, implementation, and application of scholarship and educational opportunities. The OEE Vice President is the principal administrative, academic, and fiscal officer for the division, reports to the CSU President, and works closely with the Provost/Executive Vice President. OEE includes over 400 employees and operates with a total budget across the enterprises of approximately \$85 million. OEE is one of the most institutionally comprehensive commitments to engagement and outreach among all land-grant and other universities. Propelled by OEE's leadership, nationally CSU is a Carnegie Engaged University (2008, 2014), is a member of the Engagement Scholarship Consortium, is an APLU Innovation and Economic Prosperity University (2016) and is highly ranked for its online degree programs. CSU was established in 1870 and remains inspired by its land-grant heritage and world-class faculty, staff, and students. CSU enrolls approximately 33,000 undergraduate, graduate, and professional students, and is the largest employer in northern Colorado with more than 7,400 faculty and staff. Colorado State University is located sixty miles north of Denver in the beautiful city of Fort Collins.

CSU Extension, organized under OEE, is the academic unit designated to promote the land-grant mission of increasing access to education through the application of university knowledge "in the several pursuits and professions in life" for the people and communities of Colorado, across the United States, and around the world. In partnership with CSU's colleges and external partners, CSU Extension amplifies the research, teaching, service, engagement, and extension missions of CSU. CSU Extension faculty aim to educate, create, and connect with learners through inclusive, transdisciplinary, and activated engaged scholarship, and innovative, accessible, and connected lifelong education. To learn more about CSU Extension, visit [www.extension.colostate.edu](http://www.extension.colostate.edu).

Clear Creek County, population 9,397, is in central Colorado in a sub-alpine valley surrounded by several mountain ranges. The county comprises 396 square miles and elevations range from 6,991 feet to 14,239 feet above sea level. The town of Georgetown, with 1,118 residents, is the county seat. However, the largest city in Clear Creek County is Idaho Springs with 1,717 residents. The population density of Clear Creek County is 24 people per square mile. Clear Creek County is known for Clear Creek which runs down from the continental divide. Clear Creek County is home to Loveland and Echo Mountain Ski areas. Interstate 70 runs across the state, passing through Clear Creek County which holds multiple mountain towns. Guanella pass, open in the spring and summer months, is home to over 12 mountains with various campgrounds and trailheads scattered throughout. Though Clear Creek County is small, millions of tourists visit every year.

The economy of Clear Creek County is predominantly outdoor recreation and tourist based. There are over 100 miles of multi-use trails within the county. Many of the trails are former mining and wagon roads that have been transformed to suit hikers, bikers, and off-roaders. Multiple historic sites remain in Clear Creek County as tourist attractions. In Georgetown, there is a scenic train ride which consists of a silver mine tour and gold mining. Clear Creek County houses many historic mining towns.

The median household income was \$50,997 and the median family income was \$61,400. RE-1 is the school district in Clear Creek County. RE-1 has a four-day school week with 682 enrolled students as of 2020-2021 census. The student-teacher ratio is 12.68. There are 2 elementary schools, one middle and high school and one charter school.

Colorado State University encourages professional development and provides an [Employee Study Privilege](#) with up to nine credit hours of tuition assistance annually.

### **POSITION SUMMARY**

OEE invites applications and nominations for an Extension County Director. This is a full-time, twelve (12) month, non-tenure track Extension faculty position. [Faculty rank](#) is dependent upon the candidate's academic credentials and professional experience and is subject to review by the Extension Promotion Committee. The faculty appointment, evaluation, and promotion standards are centered around the three core duties of extension faculty – [educate, create, and connect](#). Candidates are sought with interests that complement and expand upon current initiatives and education activities in OEE and CSU Extension.

The Clear Creek County Extension Director leads and coordinates comprehensive Natural Resource programming, with a particular focus on the county's established priorities of forest health, wildfire prevention, and community-based mitigation strategies. This role works closely with key partners such as the Clear Creek Fire Authority (CCFA) and the Office of Emergency Management (OEM) to identify, develop, and deliver collaborative wildfire mitigation opportunities. This includes advancing defensible space education, supporting community wildfire protection efforts, facilitating resident engagement, and strengthening prevention and preparedness messaging tailored to the unique challenges of a high-risk wildland–urban interface (WUI) county.

The Director will proactively engage with community groups, schools, neighborhood organizations, county departments, and interagency partners to expand public education, build trusted relationships, and support the adoption of effective wildfire risk-reduction actions. They will also collaborate with OEM and CCFA on public outreach campaigns, resident workshops, mitigation project planning, and coordination of countywide efforts that enhance local resilience.

In addition to natural resource programming, the Director is responsible for strengthening STEM-focused 4-H programming, both in-school and after-school, ensuring high-quality youth education aligned with community needs. The Director also serves as a key liaison to connect local priorities with regional and state-level Extension specialists, ensuring Clear Creek County has access to the most relevant technical expertise, research-based solutions, and evidence-informed educational resources.

This position reports to the Mountain Region Director, Kurt Jones. The office location for this position is in Georgetown, Colorado. While this position is eligible for some hybrid work, the individual in this position is expected to maintain a presence in the office to effectively balance the duties of the position. The work schedule will vary, and occasional nights and weekend work will be necessary.

### **CONDITIONS OF EMPLOYMENT**

- *Background check*
- *Motor Vehicle check*
- *Travel (Day Travel-throughout Clear Creek County and adjacent counties, plus some overnight travel)*

### **POSTING INSTRUCTIONS**

Official transcripts may be requested at time of semi-finalist or finalist interview.

### **REQUIRED QUALIFICATIONS**

- Completed bachelor's degree. *Conferred degree may be in a variety of disciplines, including business, community development, Extension education, youth development, forestry, natural resources, or related degree that can significantly contribute to administrative and/or program responsibilities.* Please note, to

advance through the Extension Instructor faculty track, a completed master's degree is required. For progression to the Extension Professor faculty track, a completed terminal degree is necessary. We encourage all successful candidates to work towards these qualifications to enhance their opportunities for advancement.

- 2+ years of professional experience relevant to the *Essential Job Duties* (below) of this position.
  - Course work and/or professional experience must provide a broad and significant understanding of forestry, community development or youth development associated with the position.
  - Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date.
  - The successful candidate must be legally authorized to work in the United States by the proposed start date; Extension will not sponsor a visa for this position.
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## PREFERRED QUALIFICATIONS

- Completed master's degree. *Conferred degree may be in a variety of disciplines, including business, community development, Extension education, youth development, forestry, natural resources, or related degree that can significantly contribute to administrative and/or program responsibilities.*
  - Professional experience or training in assisting small acreage residents with wildfire mitigation assessments, management of forests, noxious weed management, private well and septic system testing and maintenance, and other natural resources.
  - Experience or coursework in audience-needs identification, program development, experiential learning and program evaluation.
  - Ability to recruit, train, and manage volunteers and advisory groups.
  - Ability to secure external funding in support of the land grant mission through pursuit of contract, foundation and grant funding, and/or evidence of development of fee-for-service programs.
  - Ability to communicate through teaching, public speaking, facilitation, presentation, and writing as demonstrated through application materials and experience.
  - Professional experience working with youth and youth-serving organizations, including an understanding of positive youth development and youth program management. Familiarity with teaching STEM in school or after-school settings
  - Experience marketing, promoting, or creating public awareness of programs and opportunities including using social and mass media (e.g., TV, Internet, Facebook, newspaper, etc.).

## ESSENTIAL JOB DUTIES

### Educate – 25%

Specific examples of the [educate](#) portion of this position include:

- Deliver research-based Natural Resources programming with a strong focus on forest health, wildfire prevention, and community mitigation education.
- Develop and conduct educational programming in response to local needs.
- Provide educational support to priority county initiatives, including wildfire evacuation readiness, community resilience programs, and mitigation grant outreach.
- Work collaboratively with local government and organizational partners to develop, implement, evaluate and report impacts of non-credit educational programming for adult and youth audiences.
- Serve as an educational resource to CCFA, OEM, and other county partners by translating current research, best practices, and technical guidance into actionable public information.
- Actively participate in one or more Extension work teams to provide expertise for program and information development, delivery, and evaluation efforts statewide.
- Provide program and information delivery to support colleagues in area(s) of specified expertise as appropriate.

### **Create – 25%**

Specific examples of the [create](#) portion of this position include:

- Develop and provide programming for diverse audiences and assure compliance with civil rights and affirmative action policies, including reaching out to underserved and underrepresented audiences.
- Engage and collaborate with community-based organizations and diverse constituents (representative of the county's racial, ethnic and gender demographics) to understand community needs and develop support for existing and new program efforts.
- Collaborate with CCFA, OEM, and local organizations to create innovative wildfire outreach initiatives, mitigation project opportunities, citizen-science programs, and hands-on learning experiences for residents and youth.
- Design and implement new Extension programs and curricula that address emerging community needs related to wildfire mitigation, natural resources, and youth development.
- Employ effective technology in managing and/or delivering educational programs.
- Identify resources (grants, contracts, in-kind contributions, cost recovery fees, etc.) to enhance programs, support programming efforts and practice cost recovery
- Develop community engagement strategies, educational materials, digital content, and communication tools that strengthen wildfire prevention and preparedness efforts across Clear Creek County.
- Generate program evaluation tools to measure outcomes and continuously improve educational delivery and community impact.
- Manage program funds in compliance with CSU and county fiscal policies and reporting requirements.

### **Connect – 40%**

Specific examples of the [connect](#) portion of this position include:

- Communicate and coordinate resources, research, and programming with faculty/staff at CSU, county, and other organizations.
- Serve as a central liaison between Clear Creek County, CSU Extension, CCFA, OEM, community organizations, and state and regional specialists to align local needs with Extension resources and expertise.
- Develop and support strong equitable working relationships with Extension staff, CSU faculty, local/county agencies, community leaders and private industry organizations to address priority needs.
- Develop relationships and work with advisory groups and local leaders; cooperate with Extension Specialists in other counties to assess informal education needs in the area, develop/revise plans of work, implement educational strategies, and measure and report programmatic impacts.
- Maintain a strong working relationship with the Board of County Commissioners, including responding to requests for consultation, research, and other assistance.
- Provide conflict resolution, mediation and/or facilitate public dialogues.
- Engage with public officials in policy decision influence.
- Travel to and participate in meetings, professional development, events and periodic activities requiring travel and/or overnight stays.
- Represent Extension in multi-agency planning efforts, including wildfire mitigation planning, evacuation readiness, community wildfire protection efforts, and county resilience initiatives.
- Facilitate collaboration among fire authorities, emergency management, county departments, community groups, and residents to strengthen local wildfire mitigation networks and shared responsibility across public and private land.

### **Administration – 10%**

Specific examples of the [administrative](#) portion of this position include:

- Provide leadership and serve as a local Extension spokesperson and administrative liaison for the unit.
- Manage the personnel, financial (budget & cost recovery), and space resources of the unit in an effective and efficient manner.
- Positively and effectively communicate to faculty, staff, students, prospective students, and stakeholders, the policies, perspectives and goals of Extension and the university.

- Foster morale and cooperation across the programs, faculty, and staff affiliated with the unit.
- Work cooperatively with the Extension administration to recruit, promote, and retain faculty and staff of the highest caliber for the unit.
- Supervise, evaluate, and recognize the work performance of assigned faculty and staff on a regular basis and create and support an inclusive office environment.
- Devise innovative methods for securing the resources necessary to strengthen the operations in the unit including providing leadership for identifying and soliciting private and foundation gifts, external grants, and county resources.
- Consult and involve Extension administration, faculty, staff, and county commissioners in major decisions.
- Be a problem-solver and resolve issues by using practical judgment and experience.
- Implement adaptive and effective planning processes, facilitate continuous improvement processes for your county/area/region, as well as efficient delivery of products and services.
- Contribute to the creation of policies and programs that move CSU Extension and the university forward in a positive, constructive manner.
- Develop working relationships with both County and CSU staff and leadership, peers, staff, other departments, organizations and agencies, and the public that are effective, inspire loyalty, excellence and integrity.