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## **RESOURCE EXTENSION OFFICER 1**

### **GENERAL**

An incumbent in this class performs a variety of services directed towards the development and presentation of extension programs in resource fields. Incumbents may act as resource management instructors to Manitoba's primary producers, assist in the development of extension programs, or assist primary producers in developing various skills. They work with limited supervision but receive direction as to program intent and direction.

### **TYPICAL DUTIES**

Conducts various formal and informal training programs.

Assists in the development of instruction programs.

Prepares various informational material, display material and instructional material.

Organizes and/or attends public meetings with resource users and interested organizations.

Liaises and consults with departmental staff and other agencies involved in the resource field.

Works with resource users in carrying out appropriate educational programs.

Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge, Abilities and Skills**

Good knowledge of the renewable resources in the province.

Good knowledge of the specific resource field concerned.

Good knowledge of modern mass media and their use.

Knowledge of extension philosophy and extension educational/information methods.

Knowledge of visual and teaching aids.

Ability to write clearly and to speak effectively before groups.

Ability to work with a minimum of supervision.

Ability to identify formal and informal leaders and carry out leadership development.

Ability to plan and carry out appropriate information/education programs.

Experience working with specific resource users.

### **Education, Training and Experience**

Grade XII education plus a minimum of three years' experience in such related fields as adult education, community development, community education or media (journalism, radio, T.V.) use.

### **Physical Standards**

Physically capable of performing the duties assigned.

## **RESOURCE EXTENSION OFFICER 2**

### **GENERAL**

An incumbent in this class may be responsible for the development and implementation of a minor resource extension program. The incumbent is responsible for the supervision of program support staff as well as the continual evaluation of the program's impact on resource users.

**OR**

Acts as a senior assistant to the head of major resource extension program. This normally involves assisting in the development of training courses, instructing courses, preparing manuals and working with resource users in identifying problems and developing plans of action. Incumbents work with limited supervision and differ from those classified at the Resource Extension Officer 1 level in that they are involved in all aspects of a major resource program, (province-wide), with relatively little direction.

**OR**

An incumbent may assist Manitoba residents to identify and develop local concerns in the use of primary resources. Incumbents attempt to resolve issues and carry out necessary actions to enable more viable resource development. Incumbents receive limited supervision and act independently under the general guidance of senior Resource Extension Worker.

### **TYPICAL DUTIES**

Develops and organizes training programs for primary resource users.

Develops and implements minor extension programs.

Liaises with community leaders, department, staff, and other agencies involved in the resource field.

May set up syllabus, arrange for instructors and recruit participants from among resource users and interested organizations and agencies.

Prepares various informational material, news releases, display material and instructional material.

Collects data and prepares reports for use of resource management and extension staff.

Provides consultation and training to communities with resource development problems.

Analyzes resource problems and recommends extension programs and approaches to meet resource objectives.

Acts as group facilitator in organizing and developing community action groups.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

General knowledge of the department's programs, aims and objectives.

Good knowledge of the specific resource field concerned.

Good general knowledge of the principles and objectives of natural resource management.

Good working knowledge of resource extension philosophy including adult extension and the various media.

Ability to engage resource users in goal identification and action planning sessions.

Ability to work and communicate effectively with people at various social levels by oral, written or visual methods.

Ability to organize community groups and develop leaders.

Ability to establish and maintain effective working relationships with branch staff, field officers and the general public.

Ability to work under a minimum of supervision.

### **Education, Training and Experience**

Graduation in social sciences, adult education, community development, journalism communications or resource management plus several years' experience in the specialized area being covered.

### **Physical Standards**

Physically capable of performing the duties assigned.

# **RESOURCE EXTENSION OFFICER 3**

## **GENERAL**

Incumbents in this class are responsible for the development and implementation of major resource extension programs, normally on a province-wide basis. They are responsible for all administrative aspects of the program including spending and estimate preparation. Incumbents set short and long term objectives in conjunction with a senior Resource Extension Officer or the Director of the Branch. They are expected to exercise considerable judgment and independence of action in the execution of duties.

## **TYPICAL DUTIES**

Plans and ensures the delivery of formal or informal education courses and programs affecting the entire province, with resource users.

Identifies, recruits and develops local leadership in co-operation with a variety of organizations.

Meets with senior officials in industry and government representatives regarding program objectives.

Organizes and/or attends public meetings with resource users and interested organizations and agencies.

Supervises program staff in the operation and administration of the program.

Works closely with regional staff in designing and implementing resource extension programs.

Maintains a continual assessment of program objectives, methods, techniques and degree of impact.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Broad general knowledge of the principles and objectives of the department and its branches.

Broad general knowledge of the principles and objectives of natural resource management.

Ability to supervise staff and carry out staff-development programs.

Very good knowledge of extension philosophy, resource extension methods, adult education and media.

Ability to work and communicate effectively with people at various social levels by oral, written or visual methods.

Ability to establish and maintain effective working relationships with subordinates, field staff and the general public.

Ability to design and establish programs to engage resource users in goal identification and action planning.

Ability to analyze and evaluate programs and make improvements and changes.

### **Education, Training and Experience**

Graduation in adult education, social sciences, resource management, community development, journalism or communications with experience in adult education and extensive experience in his/her field of specialization.

### **Physical Standards**

Physically capable of performing the duties assigned.

# **RESOURCE EXTENSION OFFICER 4**

## **GENERAL**

An incumbent in this class is responsible for a number of major province-wide extension programs. He/she is responsible for planning and organizing the programs under his/her supervision, determining needs and priorities. He/she is involved in recommending major purchases, changes in plans or policy and new programs related to the primary resource field. Supervision received is of a general nature and consists of the review of program adequacy and determination of general policy.

## **TYPICAL DUTIES**

Supervises staff and operations of extensive programs in a particular primary resource field and ensure these programs reflect the needs of the public and the needs of resource managers.

Sets long term objectives for the resource extension programs in conjunction with Director.

Maintains a continual assessment of methods and techniques used by junior Resource Extension Officers.

Actively participates in the development of policy procedures and practices.

Directs and ensures that effective public relations are maintained by those whom he supervises.

Interprets departmental policy under established guidelines for junior staff.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Broad knowledge of departmental objectives and familiarity with branch programs.

Broad knowledge of the principles and objectives of natural resource management.

Excellent knowledge of resource extension philosophy methods and the application of current methods.

Ability to train and supervise staff and administer programs to ensure that the objectives and policies are complied with.

Ability to work under pressure.

Ability to maintain effective public relations with various groups and organizations connected with primary resources.

#### Education, Training and Experience

Post-graduate degree in resource management, communications, adult education, social sciences, community development or allied field preferred plus several years' field experience with natural resource users including some supervisory experience.

#### **Physical Standards**

Physically capable of performing the duties assigned.