

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is entered into by and between the County of Custer, a political subdivision of the State of Colorado (hereinafter referred to as “County”), and Sara Shields (hereinafter referred to as “Shields”).

The County has created a temporary position of Interim County Agent by Resolution No. 17-11 to provide services to Custer County similar to those provided by a County Extension Agent under the authority of the Colorado State University Extension Service until such time as another Extension Agent is hired by the CSU Extension Service to perform the duties of that position. Shields is willing to perform the duties of said position on a temporary basis until the position of Extension Agent for Custer County is filled on a permanent basis by the CSU Extension Service. The County is desirous of entering into an agreement with Shields for her to serve as the Interim County Agent as an independent contractor.

Shields understands that she shall not refer to herself as the County Extension Agent while serving as the Interim County Agent and she shall be cognizant at all times that she is not the Extension Agent and shall take all precautions necessary not to infringe upon duties and tasks that are reserved exclusively for a duly hired Extension Agent. She understands that she is entering into this agreement with the County to fill a void left by the departure of Extension Agent Robin Young and that it is her primary job to bridge the gap and to preserve and promote the goals of the Extension Office while waiting for a replacement Extension Agent to be hired.

Shields is willing to serve on an independent contractor basis and understands she will not be eligible to participate in the County health insurance program nor will she be eligible to participate in the County retirement program. She will be covered by the County’s workers’ compensation insurance while performing the duties of her temporary position as set forth in the job description below:

JOB DESCRIPTION

Purpose of Position:

To provide leadership, guidance, direction and implementation of programs in Custer County that would normally be the role of the Extension Agent, and to do so until a replacement Extension Agent is assigned to Custer County. This includes serving as a knowledge resource person in natural resources and youth development, and assisting citizens to access the knowledge of said resources.

Responsibilities:

The individual in this position works under the supervision of the Board of County Commissioners, is a local representative of Custer County, and carries out the duties and responsibilities associated with the administrative leadership normally performed by an Extension Agent chosen by the CSU Extension Service.

- Assisting in Adult & Youth Educational Programs;
- Teaming with the Secretary/Office Manager to facilitate all existing 4-H programs;
- Working with producers in Custer County to assist with production issues;
- Working closely with the Board of County Commissioners to devise a yearly budget;
- Exploring supplemental funding opportunities;

Training and Experience:

Required:

- Completed master's degree required. Degree(s) may have been awarded in a number of different areas, but course work and/or professional experience must provide a broad and significant understanding of natural resources/agriculture and rural economies. It is important that the educational background include the behavioral sciences and youth development principles as well.
- Knowledge of, and experience with, educational programming related to effective management of natural resources, as indicated by experience and references.
- Experience and demonstrated ability in working with youth and youth organizations, including understanding of familiarity with youth development and youth program management, as indicated by experience and references.
- Demonstrated skill working with people as individuals, groups, and staff, and the ability to forge equitable partnerships with other professionals and organizations to accomplish tangible team goals, as indicated by experience and references.
- Understanding of different ethnic and socioeconomic audiences, commitment to include diverse voices in program prioritization and planning, and a commitment to developing and delivering both inclusive and targeted programming.
- Appreciation and understanding of rural communities and an interest in working with people in a rural environment to address issues resulting from rapid growth.
- Evidence of drive and initiative as demonstrated by personal experiences and previous employment (must be a self-starter).
- Leadership ability as demonstrated by professional experience and/or appointed/elected positions of responsibility.
- Ability to communicate (oral, written, listening, and public speaking/presentation skills) as demonstrated by formal training, experience and application materials.
- Computer literacy as demonstrated by evidence of computer use in an educational setting,

Physical Requirements

- While performing the duties of this job, the independent contractor is regularly required to sit, talk, hear, and see, using close and medium range vision.
- The independent contractor is frequently required to view computer keyboards and monitors.
- The independent contractor is sometimes required to drive to off-site locations.
- The independent contractor is often required to think during highly stressful, crisis-type situations while maintaining composure and calmness.
- Must be able to lift/carry 15 lbs frequently and up to 50 lbs occasionally.

Background Check: The independent contractor must undergo and successfully pass a background check conducted by the Custer County Human Resources Director.

Shields will not be required to work a certain number of hours each week nor work a set schedule each week but rather will work as needed to complete the tasks and duties assigned to her by the job description. Set forth above. She will keep a time sheet of the hours served and will submit her time sheet to the County Finance Director by the 25th day of each month. She will be compensated at the rate of \$20.00 per hour for her services, and there will be no withholding from the amounts paid to her. She understands that, as an independent contractor, she will receive a 1099 form from the County for federal and state income tax purposes and that it is her obligation to pay all taxes, Social Security and Medicare amounts required by law to be paid on earned income.

This agreement may be terminated by the County or by Shields upon ten days' written notice to the other party, or, in the alternative, by mutual verbal agreement of the parties.

This Agreement is executed this ____ day of May, 2017, by:

Donna L. Hood, Managing Commissioner for
the Custer County Extension Office

Attest:

Kelley Camper, Clerk and Recorder for
Custer County

Sara Shields, Independent Contractor