

# tools of the trade

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**Management in Extension**     *Management in Extension. James A. Buford, Jr. Auburn: The Alabama Cooperative Extension Service, 1979. 104 pp. \$2.25 (paper).*

Buford's book was written to provide a realistic, uncompromising explanation of the concepts, theories, and responsibilities of management, to help Extension workers in the art of being managers in Extension organizations dealing with real people in real situations.

This book is the product of years of experience and research in management and in Extension, and brings the latest findings in the science of management to bear on the problems of Extension administration. It's designed to be particularly useful to people in the middle and upper levels of management, but it should be profitable reading for any Extension worker whose career plans include managerial responsibilities.

This book is divided into seven parts. Chapter 1 is an overview of the field of management. Subsequent chapters cover in some detail the management functions of planning, organizing, staffing, directing, and controlling performed by all Extension managers. A concluding chapter reviews current problems and opportunities in management. An extensive list of references supplements the basic concepts presented.

Basic management concepts presented in easily readable form are supplemented with numerous drawings and charts. This book is recommended as a starting point for Extension workers interested in an overview of management.