Position # 00014155
County Extension Director/4-H Youth Development Extension Agent II, III or IV
Bradford County (Northeast District) Starke, Florida
Application deadline April 6, 2007 or until filled

The County Extension Director (CED) will be responsible for the administration, supervision, coordination and leadership of the total Extension program. The CED will supervise and provide specific program leadership to County Faculty who program in the broad areas – namely, Agriculture and Natural Resources, Family and Consumer Sciences, 4-H and Youth Development, Environmental Horticulture and related fields. Programmatically the agent will provide leadership for development, implementation and evaluation of a comprehensive county 4-H youth development program in cooperation with local citizens and county/state Extension colleagues. Maintain an effective Overall and 4-H Advisory Committee. Establish and maintain an effective system for accountability and public information to all relevant individuals, groups, organizations and agencies. Develop and sustain partnerships with community agencies and organizations sharing common goals.

The successful candidate must have excellent interpersonal, management, budgeting and administrative skills. This person must represent Extension, market the total Extension program and develop effective working relations with county government, producer groups, community leaders, media related agencies and the general public. The successful candidate must have the ability to perform effectively the functions of planning, budgeting, staff evaluations, and allocation of resources, personnel management, and communication. The individual will follow all policies relating to Extension programs and personnel with particular emphasis on the program development process. The candidate must be willing to work irregular hours and some weekends.

This position requires a Master’s degree and a minimum of five (5) years of Extension experience. Management and budgeting experiences are preferred. Knowledge and experience in computer/technologies is mandatory.

Management experience and knowledge of educational methods is necessary. Experience and/or training working with multi-cultural audiences is desirable. Degrees must be from accredited colleges and universities in youth development, education, community development/sociology or related fields. Must have ability to design, teach and conduct community-based educational programs, manage volunteer systems and apply experiential education and community development methods. Experience as a community volunteer is preferred. Must have skills in working cooperatively with youth and adults; has qualities of resourcefulness, creativity, enthusiasm and innovativeness. Must be able to obtain a Florida Driver’s license; must be willing to travel with personal vehicle. Employment is contingent upon the results of a national background screening. The county requires successful completion of a physical exam, background check, and drug screening test prior to employment. It is preferred that the agent reside in Bradford county. Bradford County is located southwest of Jacksonville, FL and 25 miles north of Gainesville, FL. The county extension office is located in Starke, FL.