



**Position # 0001-3769**

**Requisition # 52499**

**Classification Title: Extension Agent II, III, or IV and County Extension Director**

**Application deadline: 24 September 2019**

Note: If the successful candidate is not a current member of the Okaloosa County Extension Office faculty, the candidate will take the 4-H role. If the successful candidate is a current member of the Okaloosa County faculty, that person will remain in their County Extension Agent (EA) role.

**Job Description:**

The Florida Cooperative Extension Service is a partnership between state, federal, and county governments that provides quality, relevant education and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We are the resource that helps educate Floridians to address issues related to agriculture, horticulture, natural resources, youth development, families and communities.

University of Florida/IFAS Extension and Okaloosa County seek to fill a permanent-status accruing, full-time 4-H Youth Development Extension Agent position with a self-starting, energetic, team-oriented individual who will also serve as County Extension Director (CED). The 4-H Agent role has two focus areas: 1) Providing leadership to develop, implement, evaluate, and report accomplishments of a comprehensive county 4-H Youth Development program with an emphasis on 4-H volunteer management; and 2) Providing leadership for a program targeting 4-H youth participation.

As an educator, you will lead through the design, implementation, and evaluation of educational programming that meets the needs of the county's and the Northwest Extension District's diverse population in the selected programmatic area. You will use resourcefulness, creativity, enthusiasm, and innovation to strengthen current educational programs. As the CED, you will lead, manage, supervise, coordinate and report on the total county extension program while maintaining, fostering and building effective working relationships with advisory committees, stakeholders, county government, community leaders, media, residents, and UF/IFAS faculty, staff, and administration.

The Okaloosa CED supervises, mentors, and evaluates county faculty, program assistants, and staff with programs in agriculture, commercial and residential horticulture, family and consumer sciences, 4-H youth development, and community development and sustainability. Other CED responsibilities include total business management of the Extension Office, developing and following a strategic plan focused on marketing Extension's successes,

strengthening external relationships, successfully addressing compliance issues, personnel mentoring and leadership, and revenue enhancement.

This role provides the opportunity to make a positive impact in the Okaloosa County community as you work with extension faculty, staff and stakeholders. You will collaborate with the District Extension Director and the Northwest CEDs on county projects and serve as a role model to the community.

**Minimum requirements:**

The successful candidate will have earned bachelor's and master's degrees in youth development, agricultural leadership and communication, or a closely-related STEM field. Candidates also must have at least 5 years of professional extension experience. A flexible schedule that allows for irregular hours is necessary. A valid driver's license as well as national background screening is a requirement of this position.

**Preferred qualifications:**

Previous CED experience or equivalent is preferred. Experience in creating lesson plans, developing instructional materials, and applying teaching methods appropriate for the audience is highly desirable. Expertise in getting groups to work together for a higher goal, managing competing priorities, and adaptability to handle unexpected situations is a plus for this role. You must be an effective written, verbal and listening communicator, feel comfortable presenting in front of small and large crowds, be able to establish solid partnerships, and find innovative ways to attract new audiences.

Additional preferred qualifications include experience in office operations, budgeting and grant management, personnel management, computer and social media competency, educational program delivery, program evaluation methodology, ability to organize and motivate people, and good teamwork skills. Experience working in multicultural settings is highly desirable. The agent must have the ability to work effectively with a diverse audience including minority groups, community leaders, media and the general public. Candidates must be supportive of the mission of the land-grant system. Candidates must also have a commitment to UF/IFAS core values of excellence, diversity, global involvement, and accountability.

**Further information:**

Extension Faculty currently located in Okaloosa County meeting the minimum requirements for CED are eligible to apply.

Extension is a partnership between state, federal, and county governments to provide scientific knowledge and expertise to the public. As such, all partners are involved in the supervision of the office and contribute to the salary and support resources. The primary goal of Extension is to disseminate the latest knowledge and applicable technologies in agriculture, human and natural resources, and the life sciences in order to sustain and enhance the quality of human life. The UF/IFAS mission is accomplished through extension faculty members, scientists,

educators, administrative staff, and volunteers working cohesively throughout Florida's 67 counties.

### **Application Instructions**

Apply at <http://apply.interfolio.com/68210> by 11:59 p.m. (Eastern) of the posting end date, and attach:

- Cover letter that describes how your experience and qualifications have prepared you for this position
- Résumé or Curriculum vitae

The following documents are required and may either be submitted through the above link at the time of application, or sent separately to our office (below).

- Previous Employment Form (located at [http://personnel.ifas.ufl.edu/prev\\_employment.pdf](http://personnel.ifas.ufl.edu/prev_employment.pdf) ).
- Unofficial copies of all transcripts and/or coursework of your academic degrees
- A minimum of 3 reference rating forms (located at [http://personnel.ifas.ufl.edu/ref\\_form.pdf](http://personnel.ifas.ufl.edu/ref_form.pdf) ) from your professional/academic references. Reference forms will be kept on file for 1 year and will be automatically used with any of our extension agent positions you apply for during that time.

Reference rating forms and unofficial transcripts not submitted at the time of application should be submitted/postmarked by the next business day after the position's closing date. They may be submitted to:

Ms. Dana LeCuyer  
UF IFAS Human Resources  
Faculty Recruitment and Hiring  
P O Box 110281  
Gainesville, FL 32611-0281  
[dlecuyer@ufl.edu](mailto:dlecuyer@ufl.edu)  
Fax: (352) 392-3226

Selected candidate will be required to provide an official transcript to the hiring department upon hire. A transcript will not be considered "official" if a designation of "Issued to Student" is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by [National Association of Credential Evaluation Services \(NACES\)](#).

If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD). Hiring is contingent upon eligibility to work in the US. Searches are conducted in accordance with Florida's Sunshine Law.

The [University of Florida](#) is an Equal Opportunity Institution dedicated to building a broadly diverse and inclusive faculty and staff. The [Institute of Food and Agricultural Sciences](#) is committed to creating an environment that affirms diversity across a variety of dimensions, including ability, class, ethnicity/race, gender identity and expression. We particularly welcome applicants who can contribute to such an environment through their scholarship, teaching, mentoring, and professional service. The University and greater Gainesville community enjoy a diversity of cultural events, restaurants, year-round outdoor recreational activities, and social opportunities.