



Position # 0001-3967

Requisition # 53302

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

Application deadline: 12 October 2019

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.

The University of Florida /IFAS Extension and Flagler County seek to fill an Extension Agent position with a self-starting, responsive, energetic, team-oriented individual who will also serve as the County Extension Director (CED) of the UF/IFAS Extension Flagler County Office in Bunnell, FL.

As the CED, you will lead, manage, supervise, and coordinate the total county extension program while building effective working relationships with employees, Extension Administration, county government, community leaders, private sector clientele, media, related agencies, residents, and the general public. It will be vital for you to build cross-organizational capacity, engage external stakeholders, and create partnerships in this role. You will focus on strategic planning and thinking as UF/IFAS Extension and Flagler County Government change to meet evolving economic, social, and environmental challenges.

As the Agent, you will conduct forward-looking educational programs in community resource development and family and consumer sciences programming that could include parenting and family life, nutrition and food safety, wellness, housing and home environment, and/or financial management to meet practical community needs in rural and urban settings. You will work with a citizen advisory committee in analyzing county situations, identifying priority issues, advising on program budgets, and implementing a variety of educational programs to help you create your annual plan of work (POW), which will be followed by a report of accomplishment (ROA) each year.

As the leader of the office, you will supervise and evaluate county extension faculty and staff who conduct and/or support teaching in all extension program areas, including but not limited to agriculture, commercial and residential horticulture, 4-H Youth Development, family and consumer science, community development, natural resources, Sea Grant, local food systems, and sustainability. You will manage an overall advisory committee; submit a county budget; manage resources efficiently; build strong relationships with county administration,

stakeholders, and partners; guide and mentor county faculty and staff; address personnel issues professionally and in a timely manner; maintain good communications with all related parties; market local extension programs; and provide affirmative action leadership. You will assume other responsibilities as assigned by the District Extension Director and the Flagler County government administrator assigned to the Extension Office. You will be expected to participate in professional development (in-service training and professional organizations) to stay current in your areas of expertise and be familiar with county and university initiatives and priorities.

You will be expected to achieve permanent status with the Univ. of Florida and be promoted at appropriate intervals per UF/IFAS guidelines. As a joint state/county appointment, you will follow all policies relating to UF/IFAS Extension and Flagler County.

Minimum requirements:

A master's degree and at least 5 years of land-grant university extension experience or equivalent are required. The preferred academic background is family and consumer sciences, with experience in some of these areas: community development, public policy, local food systems and/or natural resources. Experience with budgeting and grant management, personnel management, educational program delivery, and program evaluation methodology is necessary.

You must have excellent communication skills and have the ability to motivate, train, and recruit faculty, staff and volunteers. Knowledge and competency in information technology is required. You must possess or be able to obtain a Florida driver's license. You must be flexible and willing to work irregular hours and some weekends and travel with personal transportation in and out of the county with occasional overnight travel. Prior to appointment, the successful candidate must pass a physical examination, drug screening, and background check.

Preferred qualifications:

Expertise in community resource development; experience with project management, marketing, and/or grant writing; strong people skills and ability to work effectively in teams and with volunteers; experience supervising faculty and staff; a responsive, creative, energetic and team-oriented attitude to solving problems; excellent written and oral communication skills; previous leadership and managerial experience; previous CED experience or equivalent.

Further information:

UF/IFAS Extension county faculty in any program area who meet County Extension Director qualifications are eligible to apply.

Flagler County is located on the First Coast of Florida. More info at <http://flaglercounty.org/>

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/68885> 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).
- 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) 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
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.