



**Position # 0001-3970**

**Requisition # 50798**

**Classification Title: Extension Agent II, III, or IV – Agriculture/Community Resource Development and County Extension Director; OR Program Extension Agent II, III, or IV – Agriculture/Community Resource Development and County Extension Director**

**Application deadline: 19 October 2019**

**Please note:** The Extension Agent track is permanent status-accruing and the Program Extension Agent track is non-permanent status accruing in the Florida Cooperative Extension Service (FCES). The track followed by a successful candidate who does not currently hold permanent status in FCES will be agreed upon by UF and the candidate and will depend on current position and experience. A successful candidate who currently holds permanent status in FCES will follow the Extension Agent track.

**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 Orange County seek to fill an Extension Agent or Program 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 Orange County, Extension Education Center in Orlando, FL.

As the CED, you will lead, manage, supervise, and coordinate the total county extension program including a faculty and staff of about 30, 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 is essential that you have the ability to build cross-organizational capacity, engage external stakeholders, and build partnerships. A focus on strategic planning and thinking is critical as UF/IFAS Extension and Orange County Government respond to evolving economic, social and environmental trends.

As the Agent, you will conduct and implement forward-looking educational programs (approximately .20 FTE) in agriculture (vegetable crop management) and community resource development to meet community needs in a rural and urban setting. You will create an annual Plan of Work (POW) and Report of Accomplishment (ROA), working with a citizen advisory

committee to analyze county situations, identify priority issues, advise on program budgets, and implement a variety of educational programs. The CED also serves as the Cooperative Extension Division Manager within the Community and Family Services Department of Orange County government with duties as assigned. Orange County government believes its department directors are critical to their team and that full leadership capacity is essential.

In your leadership capacity, you will supervise and evaluate county extension faculty and staff who conduct and/or support programs 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, 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; maintain good communication with all related parties; market local extension programs; and provide affirmative action leadership in the unit.

We expect you to be a visionary leader who will be able to connect with and proactively advance programming needs for both urban and rural audiences. You will interface with, gain support, and advance extension programs for urban and rural, as well as traditional and non-traditional audiences that align with our overall mission. You should be entrepreneurial in ways and approaches that will advance a contemporary extension program in a highly urbanizing area that is highly diverse in people, issues, and needs.

You will assume other responsibilities as assigned by the UF/IFAS District Extension Director and the Department Director of Orange County government. You will be expected to participate in professional development (in service training and professional organizations) to stay current in the relevant subject matter area and be familiar with county and university initiatives and priorities. You will be expected to be promoted at appropriate intervals per UF/IFAS guidelines. As a joint state/county appointee, you will follow all applicable UF/IFAS Extension and Orange County policies.

**Minimum requirements:**

This position requires an earned master's degree in agriculture, horticulture, or a related field with experience in some of these areas: community/urban development, public policy, local food systems, or natural resources. At least 5 years of extension experience or equivalent is required. A flexible schedule that allows for irregular hours (some nights and weekends), travel with personal transportation, and occasional overnight travel is necessary. A valid driver's license, a national background screening, drug screening, and a physical examination are requirements of this position.

**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; experience with budgeting and grant management, personnel management, educational program delivery, and program evaluation methodology.

The successful applicant must have excellent oral and written communication skills and have the ability to mentor, motivate, train, and recruit faculty, staff and volunteers. Knowledge and competency in information technology is a must. Previous leadership and managerial experience is preferred.

Current UF/IFAS Extension faculty who hold permanent status and a master's degree in any program area are eligible to apply.

**Further information:**

Orange County and the Orlando metro area (population 1.3 million) is located in central Florida. Find more info at <http://orangecountyfl.net/>

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/66678> 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.