



Position # 0001-4000

Requisition # 49621

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

Application deadline: 15 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.

University of Florida/IFAS Extension and Hendry County seek to fill a Multi-County Extension Agent position that will also serve as Hendry County Extension Director (CED, 35%). If selected, your educational program responsibilities will include strong leadership in agriculture to include commercial vegetable production (60%) for Charlotte, Collier, Glades, Hendry, and Lee Counties. You will also be expected to actively participate in our 4-H Youth Development program in your area of expertise (5%).

As the Extension Agent, you will plan, develop, teach, implement, evaluate, and report on a comprehensive and diverse educational program for clientele. You will use computer technology and social media for communication, teaching, and program management. 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, private sector clientele, media, government agencies, county residents, and UF/IFAS faculty, staff and extension administration.

You will serve at the Director level within Hendry County government and you will prepare the annual county budget that supports the Hendry County Extension Service office. As Director, you will oversee, review, and approve expenditures for the department. You will also represent Hendry County on boards or committees as designated by the county administrator, and you will interact with community businesses and organizations to provide information and assistance.

You will supervise and evaluate county faculty and staff with primary assignments in agriculture, horticulture, 4-H Youth Development, and office management. You will assemble and regularly consult an overall advisory committee reflective of county demographics and stakeholders to ensure that all county extension programs are important and relevant, and to effectively advocate and network for Cooperative Extension within the community. You will

also assure that each county faculty member maintains an extension advisory committee in his/her respective subject matter and areas of responsibility.

You will be expected to seek and obtain financial resources to support extension programs and the office as CED. You will adhere to all University of Florida and Hendry County government policies and procedures and you will lead and manage all program and office components including best business practices. As needed, you will assume other assignments and responsibilities in support of the total county extension program as determined by Hendry County officials and the Southeast District Extension Director. An annual plan of work and report of accomplishment is required.

Minimum requirements:

This position requires a master's degree in agriculture, horticulture, or plant science and at least 5 years of professional extension experience or equivalent. You must have experience with office operations, budgeting and grant management, personnel management, computers and information technology, educational program delivery, and program evaluation methods. You must also be capable of working with a wide range of extension clientele and must possess resourcefulness, creativity, enthusiasm, and innovative qualities. You must be able to obtain a Florida driver's license. You will be required to travel in and out of the county with occasional overnight travel, irregular hours, and some weekends.

Preferred qualifications:

Preferred qualifications include previous leadership and management experience and a strong educational background in commercial agricultural production, plant sciences, farming systems, or a related field. You should be a self-starting, motivated, energetic, team-oriented individual with excellent written and verbal communication skills, outstanding management, leadership (coach, mentor, motivator, etc.), and problem-solving skills, familiarity working in political settings, and experience in creating a vision and getting buy-in from others. Other desired qualities and skills include evidence of exceptional collaborations, partnerships, and marketing with community agencies and groups. Experience working in multicultural settings and coursework/training on multicultural topics are desirable.

Further information:

This position is located at the UF/IFAS Extension office in Hendry County <https://sfyl.ifas.ufl.edu/hendry/> (population 41,000). The office is in LaBelle, which is about 30 miles west of Lake Okeechobee's southern tip. Adjacent to Hendry County is the Southwest Florida Research and Education Center, and 50 miles to the east is the Everglades Research and Education Center.

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/65690> 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.