Position # 0000-1099
Requisition # 0902087

Residential Horticulture Extension Agent I or II
University of Florida/IFAS Extension at Sumter County
Bushnell, FL (Central Extension District)

Application deadline: 2 January 2013

Job Summary
This position provides leadership, teaching, and management of Univ. of Florida/IFAS Extension residential horticulture programs in Sumter County. Clientele for this program include homeowners, residents, retail nurseries, landscape products and services businesses, Master Gardeners, school-age youth, county and city government employees, and school board employees. The successful candidate will plan, implement, and evaluate programs that emphasize water conservation, water quality protection, nutrient management, safe pesticide use, pest management, and other residential horticulture issues. The agent will be responsible for the Master Gardener program and will act as a liaison to the county for landscape ordinances. Through the Master Gardener volunteers, this agent will develop and maintain demonstration gardens for teaching purposes.

The agent will work closely with the Sumter County Extension Director and the Central District Extension Director and will assume other duties assigned by them. The agent will create an annual plan of work and report of accomplishment and submit required faculty reports.

The successful candidate will:
- Have a working knowledge of ornamental horticulture, ornamental plants, turfgrass culture, diagnostics, and Florida’s water resources and natural habitats.
- Be familiar with state and federal pesticide and fertilizer application licensing requirements.
- Be able to manage a complex educational program while maintaining close contact with volunteers and the public.
- Be able to supervise a horticulture Program Assistant and manage Master Gardener volunteers.
- Be familiar with the ornamental horticulture and residential horticulture clientele.
- Be able to develop and maintain strong, positive relationships with clientele.
- Be able to use technology-enhanced and technology-based instruction for teaching.
- Develop and maintain an active advisory committee that will provide input for the direction of the program.
- Be able to work with other agents as part of a team, collaborating on projects such as grants and events.
- Be able to write articles, develop multi-media presentations, compose county fact sheets, and create posters and exhibits.
- Be able to successfully obtain extramural funding for program delivery and enhancement.
- Develop or assist with 4-H Youth Development activities.
- Participate in professional organizations appropriate for this position.
The successful candidate will have the ability to develop educational programs that meet various clientele needs for continuing education. It is expected that candidate will have excellent organizational skills, good record-keeping techniques, and the ability to respond to clients in a timely and efficient manner.

**Qualifications**
A Master’s degree and experience in horticulture or plant sciences is preferred. A Bachelor’s degree in horticulture or a combination of a related degree and horticulture experience is required. A candidate hired with a Bachelor’s degree only will be expected to make at least 50% progress towards obtaining a Master’s degree within 5 years of employment. Experience in teaching, writing, and developing educational programs is preferred. Demonstrated abilities in organizational skills and written/oral communication are necessary. Candidate must have the ability to become certified as a trainer in related industry certifications. Examples of these include Pesticide Applicator, Certified Horticulture Professional, Worker Protection Standards, Green Industry Best Management Practices, and Certified Arborist.

Necessary special requirements:
- Must possess (or be able to obtain) a valid Florida’s Driver’s License.
- Must be flexible and willing to work irregular hours, including evenings, weekends and overnight travel.
- Must comply with the policies in the Memorandum of Understanding between Sumter County Government and the University of Florida.

Sumter County is one of Florida’s fastest growing counties, with an interesting mixture of rural agriculture and new residential development. New residents are creating a positive demand for horticulture information and services. The county extension office is located in the new West Central Florida Agriculture Education, Center in Bushnell, with a satellite office in The Villages.

**Application Instructions**

Apply through the online UF application system at [http://jobs.ufl.edu/postings/35600](http://jobs.ufl.edu/postings/35600).

Please complete an online application and attach your Resume or CV, as well as a cover letter that describes how your experience and qualifications have prepared you for this position.

You must apply online no later than 11:00 PM on the position closing date.

**TO COMPLETE YOUR APPLICATION, PLEASE SUBMIT THE FOLLOWING:**

You must submit unofficial copies of all transcripts and/or coursework of your academic degrees. You may attach these as an "other" document, or you may submit to our office as directed below. An unofficial copy is acceptable for the application process, but before you can be hired, IFAS Human Resources must have the official transcript for your highest degree on file. Official transcripts must be issued directly to our office from the institution.

Also, all applicants must have at least three reference rating forms on file. Reference forms must be less than one year old. If you have not already done so, please contact your
professional/academic references and ask that they complete a reference rating form on your behalf. The form is located at [http://personnel.ifas.ufl.edu/ref_form.pdf](http://personnel.ifas.ufl.edu/ref_form.pdf).

Please also complete and submit the Previous Employment Form (located at [http://personnel.ifas.ufl.edu/prev_employment.pdf](http://personnel.ifas.ufl.edu/prev_employment.pdf)).

With the exception of official transcripts, all items submitted by mail must be postmarked no later than the next business day after the position closing date. All documents submitted by fax or email must be received no later than the next business day. If your official transcripts will arrive after the closing date, you must also submit unofficial transcripts by the deadline.

Requested reference forms and transcripts should be submitted as follows:

Faxed to the IFAS Office of Human Resources, Faculty Recruitment and Hiring, Attention Dana LeCuyer at 352-392-3226
OR
Emailed to dlecuyer@ufl.edu
OR
Mailed to:

Ms. Dana LeCuyer  
UF IFAS Human Resources  
Faculty Recruitment and Hiring  
P O Box 110281  
Gainesville, FL 32611-0281

The University of Florida is an Equal Opportunity Institution dedicated to building a broadly diverse and inclusive faculty and staff. The selection process will be conducted in accord with the provisions of Florida’s ‘Government in the Sunshine’ and Public Records Laws. Interviews will be open to the public, and applications, resumes, and many other documents related to the search will be available for public inspection. Persons with disabilities have the right to request and receive reasonable accommodation.