Position no.: 0001-3942
Requisition # 493047

Title: DISTRICT EXTENSION DIRECTOR – SOUTH CENTRAL DISTRICT
Associate/Professor Rank ("Tenured" position)
OR
Agent IV Rank ("Permanent status" position)

Location: University of Florida, Institute of Food and Agricultural Sciences (IFAS)
Southwest Florida Research and Education Center
Immokalee, FL

Salary: Commensurate with qualifications and experience

Deadline: For full consideration, candidates should apply and submit additional materials by October 1, 2015. The position will open until a viable applicant pool is determined.

Duties and Responsibilities
The District Extension Director (DED) reports to the Senior Associate Dean for Extension. The DED provides leadership and support for the administration and supervision of the total extension program within the 11 counties of the South Central District (Charlotte, Collier, DeSoto, Hardee, Hillsborough, Lee, Manatee, Pasco, Pinellas, Polk, and Sarasota.)

Major duties and responsibilities include:
• Hire, manage, and mentor County Extension Directors and County, Multicounty, and Regional Specialized Agents.
• Manage the operations of the Extension District and the DED office.
• Work closely with county extension personnel concerning staff relationships, morale, budgets and compensation, professional development, annual performance evaluations, and promotion/permanent status applications.
• Maintain effective working relationships between the Florida Cooperative Extension Service and the Boards of County Commissioners, county/state/federal officials, commodity organizations, industry representatives, consumer groups, local county advisory councils, and other groups.
• Provide strong and positive leadership for the development and implementation of educational programs throughout the extension district.
• Work closely with county, state, and federal agencies.
• Maintain close working relationships and develop appropriate joint leadership efforts with various UF/IFAS and Florida Agricultural and Mechanical Univ. (FAMU) administrators, including department chairs, center directors, extension program
leaders, human resource director, sponsored programs office, development office, and others.

- Work with state and county extension faculty to facilitate implementation of extension programs throughout the South Central District.
- Represent UF/IFAS Extension at a variety of county and university functions and serve on a variety of extension and university committees.
- Actively contribute as part of the five-member IFAS District Extension Director team to facilitate statewide leadership and management uniformity across the extension districts.
- Provide statewide leadership for an organizational goal or a component thereof in the IFAS Extension Roadmap (see pages 12-13 in http://extadmin.ifas.ufl.edu/images/lrp2.pdf). In particular, provide leadership for the Gateway effort in the South Central District (http://district4.extension.ifas.ufl.edu/Gateway.html) and the statewide Urban Extension Initiative (http://www.nuelaction.org/).

**Qualifications**

For **Associate/Professor rank**: Applicants must hold an earned doctoral degree in agriculture, natural resources, family and consumer sciences, community development, educational administration, extension and adult education, other behavioral science areas, a combination of these disciplines, or a related field. Applicants must hold or be qualified for a tenured appointment in one of the departments in the UF College of Agriculture and Life Sciences.

For **Agent IV rank**: Applicants must hold an earned master's degree in agriculture, natural resources, family and consumer sciences, community development, educational administration, extension and adult education, other behavioral science areas, a combination of these disciplines, or a related field. A doctoral degree is highly preferred. Applicants must hold or be qualified for a permanent status appointment in the Florida Cooperative Extension Service.

Cooperative Extension experience is required, with county extension experience preferred. Applicants must have 1) evidence of administrative leadership, managerial skills, and the ability to work with administrators, faculty, and government personnel; 2) excellent written and oral communication skills and knowledge of extension program development processes including working with advisory committees, leadership development, and program evaluation; 3) working knowledge of and/or experience with electronic communications and computer applications in relation to educational program development, delivery, management, and evaluation; and 4) a clearly articulated vision of the future of land grant university extension and staffing required to realize the vision. Additionally, strong support and understanding of the overall mission of a land-grant university is desirable.

**Other Information**

The University of Florida is a land grant institution, encompassing virtually all academic and professional disciplines with an enrollment of about 50,000 students. UF/IFAS includes 16 academic departments on the main campus in Gainesville, 350 county extension faculty located
in 67 counties, and 12 Research and Education Centers throughout the state. UF/IFAS also engages in cooperative work with FAMU.

The current home location for this position is the Southwest Florida Research and Education Center in Immokalee. It is possible the home location could be shifted to another location within the South Central District depending on the desire of the hired individual and the availability of space at another UF/IFAS facility.

Nominations
Nominations are welcome. Nominations need to include the complete name and address of the nominee. This information should be sent to the address below.

Application Information

- Individuals wishing to apply should go online to http://explore.jobs.ufl.edu/cw/en-us/job/493047 and submit:
  - Application
  - Cover letter stating interest in the position, qualifications relative to the duties and responsibilities stated above, previous professional responsibilities and achievements and how these relate to the DED position;
  - Unofficial transcripts relative to degrees obtained;
  - A curriculum vitae that includes a biographical sketch, a description of administrative leadership and managerial skills, and an illustration of academic training and professional experience relative to the qualifications specified; and
  - The names, addresses, e-mail addresses, and telephone numbers of four individuals from whom letters of recommendation may be solicited.

Questions regarding the position may be directed to the Search Committee Chair:
Ms. Mary Campbell
Pinellas County Extension Director
12520 Ulmerton Rd.
Largo, FL 33774
E-mail: mcampbell@pinellascounty.org
Phone: 727-453-6514

Final candidate will be required to provide 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), which can be found at http://www.naces.org/.

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. Persons with disabilities have the right to request and receive reasonable accommodation.