

**County Extension Director
Extension Agent II, III or IV
Application deadline: 7/15/2009**

**Lake County
(Central Extension District)
Tavares, Florida**

**Position # 0001-3964
Requisition # 0802231**

The University of Florida-IFAS Extension, Lake County Extension Director (CED) is responsible for administration, supervision, coordination, evaluation, and leadership of the total Lake County Extension program. The CED will also plan, develop, implement, and evaluate his/her own educational program in Family and Consumer Sciences.

The CED should be a self-starting, energetic, team-oriented individual. S/he must develop and maintain positive and productive working relationships with Lake County officials, related state and local agencies, community leaders, television, radio and news personnel, private sector clientele, and the general public to expand extension education programming.

The candidate will assemble and regularly consult an advisory committee to ensure that Lake County Extension programs are important and relevant. The CED also assures that each member of the county faculty maintains an extension advisory committee in his/her respective subject matter/commodity areas of responsibility.

The CED will be responsible for ensuring that sufficient resources are available to support extension programs. In addition, the candidate must seek and generate support for programs, including overall Extension expansion, through well-trained and well-managed volunteer leaders. The ability to plan, budget, allocate resources, manage personnel, manage and maintain facilities, and communicate effectively is also necessary.

An earned Master's degree and 5 years of county extension experience is required. The Master's degree should be in Family and Consumer Sciences or a related extension field. Current UF/IFAS extension faculty that meet Agent II, III or IV qualifications with a minimum Master's degree may also apply. Experience with office operations, budgeting and grant management, personnel management, computers and information technology, educational delivery, and program evaluation methods is necessary. The candidate must also be capable of working with a wide range of Extension clientele and should possess resourcefulness, creativity, enthusiasm and innovative qualities.

Application instructions:

Please apply online at <https://jobs.ufl.edu> , referencing requisition # 0802231. Although Extension Agent is classified as a Faculty position, a TEAMS application is required.

Please attach your Resume or CV, and, a cover letter that describes how your experience and qualifications have prepared you for this position.

TO COMPLETE YOUR APPLICATION, PLEASE SUBMIT THE FOLLOWING:

You may submit unofficial copies of all transcripts and/or coursework of your professional 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.

In addition, if you do not have an official transcript on file with IFAS Human Resources, please request an official transcript of your highest degree be issued directly to our office.

If you are a new applicant, or, if you are a previous applicant without at least three reference rating forms on file, please contact references and ask that they complete a reference rating form on your behalf. This form may be downloaded at http://personnel.ifas.ufl.edu/ref_form.pdf.

With the exception of official transcripts, all items submitted by mail must be postmarked no later than the next business day of the position closing date. All documents submitted by fax or email must be received no later than the next business day.

Requested 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:

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

Women and minorities are encouraged to apply.