Position # 0001-3964
Requisition # 505700

Extension Agent II and County Extension Director
University of Florida/IFAS Extension at Lake County
Tavares, FL (Central Extension District)

Application deadline: 4 Jan 2018

Position Description
University of Florida/IFAS Extension and Lake County seek to fill an Extension Agent position that will also serve as County Extension Director (CED). The responsibilities of this position include strong leadership with respect to the total county extension program, maintaining the business and personnel functions of the county extension office, and educational programming centered on environmental horticulture and urban agriculture enterprises, including food system aspects and community resource development.

The CED is responsible for managing, supervising, coordinating, leading, and reporting on the total county extension program while maintaining, fostering and building effective working relationships with stakeholders, county government, community leaders, private sector clientele, media, government agencies, county residents, and UF/IFAS faculty, staff, and extension administration.

The CED serves at the Director level for Lake County Extension Services office and is responsible for preparing the annual county budget. As director, the CED also oversees, reviews and approves expenditures for the department. The CED will also represent Lake County on boards or committees as designated by the county manager, and will interact with community businesses and organizations to provide information and assistance.

The CED supervises and evaluates county faculty members and staff with primary assignments in agriculture, horticulture, family and consumer sciences, natural resources, 4-H Youth Development, and office management. The CED 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. The CED will also assure that each county faculty member maintains an extension advisory committee in his/her respective subject matter and areas of responsibility.

Extension Agent responsibilities include planning, developing, teaching, implementing, evaluating, and reporting on a comprehensive and diverse educational program for clientele. The agent will use computer technology and social media for communication, teaching, and program management. Active participation in the 4-H Youth Development program is expected.
It is expected that the agent will seek and obtain financial resources to support extension programs and the office as CED. He/she will adhere to all Univ. of Florida and Lake County government policies and procedures and will provide leadership for management of all program and office components. As needed, the successful candidate will assume other assignments and responsibilities in support of the total county extension program as determined by Lake County officials and the Central District Extension Director. An annual plan of work and report of accomplishment is required by the agent.

The CED will be responsible for the business and personnel management of the office, including adherence to policies and procedures in the Memorandum of Understanding between the Univ. of Florida and Lake County and preparation of an annual budget request to county government to support Cooperative Extension in the county.

**Qualifications**

A master’s degree is required, along with at least 5 years of professional extension experience or equivalent. Previous leadership and management experience is preferred. The master’s degree should be in agriculture, horticulture, or agricultural education. A strong educational background in commercial agricultural/ horticultural production, plant science, farming systems, natural resources, or a related field is preferred.

The CED should be a self-starting, motivated, energetic, team-oriented individual. The successful candidate will have 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 with office operations, budgeting and grant management, personnel management, computers and information technology, educational program delivery, and program evaluation methodology 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. The candidate must be able to obtain a Florida driver’s license and will be required to travel in and out of the county with occasional overnight travel, irregular hours, and some weekends.

**Application Instructions**

Apply through the online UF application system at [http://explore.jobs.ufl.edu/cw/en-us/job/505700](http://explore.jobs.ufl.edu/cw/en-us/job/505700), 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. Application must be submitted by 11:55 p.m. (Eastern) of the posting end 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.

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.

Please also complete and submit the Previous Employment Form (located at 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 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

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.