Position # 0001-3972  
Requisition # 0902180  

County Extension Director and Extension Agent II, III, or IV  
University of Florida/IFAS Extension at Washington County  
Chipley, Florida (Northwest Extension District)  

Application deadline: January 18, 2013  

Duties and responsibilities  
The County Extension Director (CED) for UF/IFAS Extension at Washington County is responsible for the leadership, administration, supervision, teaching, and coordination of the overall county extension program in concert with extension agents and staff responsible for their respective educational programs. The candidate will also develop, deliver, and evaluate programs in their area of expertise. A qualified, self-starting, energetic, team-oriented individual is desired as the CED. The successful candidate must have excellent interpersonal, management, budgeting, and administrative skills. The CED must maintain effective working relationships with IFAS Extension Administration, county government, community leaders, private sector clientele, media, related agencies, and the general public.

The CED will have Extension education responsibilities in leadership development, agronomic crop and livestock production, agri-tourism, and community resource development programs. The candidate will maintain and consult with an advisory committee to ensure that IFAS Extension programs in Washington County are relevant to clientele and community needs. The CED also assures that each county faculty member maintains an Extension Advisory Committee in his/her respective subject matter or commodity areas of responsibility.

UF/IFAS Extension at Washington County currently has four county faculty members with one secretarial support staff. The CED is responsible to the Northwest District Extension Director and to the Washington County Board of Commissioners for administration. The CED will provide leadership and oversight to the Washington County Agriculture Center. The CED will assume other responsibilities as assigned by the District Extension Director.

The UF/IFAS Extension office at Washington County is located in Chipley, which is the county seat. The county has a population of about 25,000. Although the county is rural, the southern part is expected to grow in population due to the recent opening of the Northwest Beaches International Airport between Panama City and the Washington County border. The county has 394,000 acres of which approximately 291,000 acres is in timber and 74,000 acres is in pasture and crop land.

Qualifications  
A Master’s degree and 5 years of Extension or related experience is required. The Master’s degree may be in agronomy, animal science, extension education, agricultural
education, or related Extension fields. Experience with office operations, budgeting and grant management, personnel management, information technology, and educational delivery methods are necessary. County Extension faculty with expertise in other Extension program areas who are currently located at the Washington County office and who meet the qualifications may also apply.

The successful candidate will be required to establish residency in Washington County, as it is expected that the Washington CED will become a part of community life. The candidate must possess (or be able to obtain) and maintain a Florida driver’s license. Travel in and out of the county with overnight trips, irregular hours, and occasional weekend work will be required. The successful candidate must pass appropriate county drug and background checks.

**Application Instructions**

Apply through the online UF application system at [http://jobs.ufl.edu/postings/35800](http://jobs.ufl.edu/postings/35800).

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

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. 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.