Position # 0001-3974
Requisition # 492555
(previously posted under requisition # 0908319)

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

Application deadline: September 9, 2015

Duties and Responsibilities
University of Florida/IFAS Extension and Holmes County seek to fill a permanent-status accruing Extension Agent position that will also serve as County Extension Director (CED). The preferred educational program responsibilities of this agent include production agriculture, natural resources, and community resource development, but other program areas will be considered.

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 supervises and evaluates county faculty members with primary assignments in family and consumer sciences and 4-H Youth Development. 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 for 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 of the CED 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 University of Florida and Holmes County government policies and procedures and will provide leadership for management of all program components. As needed, the successful candidate will assume other assignments and responsibilities in support of the total county extension program as determined by Holmes
County officials and the District Extension Director. An annual plan of work and report of accomplishment is required by this agent.

Candidates will be reviewed as applications are received, but please be aware that interviews might not be scheduled until 4 to 6 weeks after the position closing date.

**Qualifications**

A master’s degree is required, along with at least 3 to 5 years of professional extension experience or equivalent preferred. Preferred areas for the master’s degree are agronomy, plant science, animal sciences, extension education, agricultural education, or a related field, but other areas will be considered. A background in commercial agricultural production, plant science, animal science, farming systems, or a related field is preferred. Extension faculty currently associated with the UF/IFAS Extension, Holmes County office that meet Agent II, III, or IV qualifications with a minimum master’s degree are eligible to apply.

The CED should be a self-starting, energetic, team-oriented individual. The successful candidate will have excellent written and verbal communication skills, outstanding management skills (coach, mentor, motivator, etc.), leadership 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. Holmes County residency is preferred, and the agent is expected to be an active member of the community.

**Application Instructions**

Apply through the online UF application system at [http://jobs.ufl.edu](http://jobs.ufl.edu) (search for requisition # 492555), 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.

**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.