Position # 0001-3985
Requisition # 505774

Program Extension Agent II, III, or IV OR Extension Agent II, III, or IV AND County Extension Director
University of Florida/IFAS Extension at Sarasota County
Sarasota, FL (Southwest Extension District)

Application deadline: 11 Jan 2018

Please note: The Program Extension Agent track indicates the position is non-permanent status accruing in the Florida Cooperative Extension Service (FCES). The Extension Agent track includes permanent status as part of the position. A successful applicant who does not currently hold permanent status in FCES will follow the Program Extension Agent track. A successful applicant who currently holds permanent status in FCES will retain same by following the Extension Agent track.

Position Description
Univ. of Florida/IFAS Extension and Sarasota County seek to fill a Program Extension Agent or Extension Agent position with a self-starting, energetic, team-oriented individual who will also serve as the County Extension Director (CED). The CED position is a Department Director in the Sarasota County government structure.

The CED is independently responsible for management, supervision, coordination, and leadership of the total extension program including a staff of approximately 30. Responsibilities include maintaining effective working relationships with faculty/staff, extension administration, county government, community leaders, private sector clientele, media, related agencies, residents, and the general public. The ability to build cross-organizational capacity and the engagement of external stakeholders is vital, and a focus on strategic planning/thinking is critical as UF/IFAS Extension continues its evolution and redefinition. Sarasota County government believes its department directors are critical to their team and that full leadership capacity is essential.

The CED supervises and evaluates county extension faculty who conduct programs in all extension program areas, including but not limited to agriculture, horticulture, 4-H Youth Development, family and consumer science, marine science, natural resources, and sustainability. The CED supervises county staff. The CED will manage an overall advisory committee, submit a county budget, manage resources efficiently, build strong relationships with county administration, guide and mentor county faculty and staff, address personnel issues professionally, maintain good communications, market local extension programs, and provide affirmative action leadership in the unit. Educational programming in Community Resource Development is expected.
The CED will assume other responsibilities as assigned by the District Extension Director and the Sarasota County Administrator or designee. Experience with budgeting and grant management, personnel management, educational program delivery, and program evaluation methodology is necessary. The Agent/CED will be expected to participate in professional development (in-service training and professional organizations) to stay current in his/her relevant subject matter area and be familiar with county and university initiatives and priorities. The Agent/CED will create an annual Report of Accomplishment (ROA) and a Plan of Work (POW) and will work with a citizen advisory committee to analyze county situations, identify priority issues, establish program budgets, and design and implement a variety of educational programs.

The successful applicant must have excellent communication skills and have the ability to recruit, train, and motivate people. Knowledge and competency in information technology is a must. The agent will be expected to be promoted at appropriate intervals per UF/IFAS guidelines. This position is a joint University of Florida (60%) and Sarasota County (40%) appointment. The individual is expected to follow all applicable Sarasota County and UF/IFAS policies and procedures.

**Qualifications**

- A master’s degree is required. Preferred academic backgrounds include Family, Youth, and Community Sciences, Public Policy, Agriculture, Horticulture, Education, Community Resource Development, and Natural Resources or a closely related field.
- A minimum of 5 years of extension education experience or equivalent is required (local government or education).
- Managerial and supervisory experience is required.
- Experience with project management, marketing, and/or grant writing is a plus.
- Strong people skills and ability to work effectively in teams and with volunteers. Experience supervising faculty and staff is required.
- A responsive, creative, energetic, and team-oriented attitude to solving problems is preferred.
- Excellent written and oral communication skills are required.
- Competency in technology and computer skills is required.
- Prior to appointment, a physical exam, a background check and drug test will be required.
- Must possess or be able to obtain a valid Florida Driver’s License; must be flexible and willing to work irregular hours and some weekends; must be able to travel with personal transportation in and out of the county with occasional overnight travel.

In addition to the administrative duties, the CED will also be responsible for an extension educational program in his/her area of expertise (e.g. agriculture, family and consumer sciences, 4-H, natural resources, horticulture, community sustainability, leadership development, etc.). A greater emphasis on community resource development and sustainability has emerged as a priority in Sarasota County, so these subject areas are preferred. Educational
programs will be developed with citizen input to address identified community needs. The CED will pursue grant funds and in-kind services, provide service to schools, develop creative works, participate in appropriate professional organizations, and attain promotion in accordance with university policies.

**Additional Information**

UF/IFAS Extension and Sustainability is one of 17 departments in the Sarasota County government. The office operates under a partnership between the University of Florida and Sarasota County Government. As part of the national Extension system founded in 1914, faculty and staff develop and deliver community initiatives, classes, and volunteer opportunities related to food systems, environmental sustainability, job readiness, and community development. Sarasota County is proud of its reputation as a leader in environmental and sustainable practices as demonstrated by the Leadership in Energy and Environmental Design (LEED) Gold-level office which offers lots of natural light and beautiful views of Twin Lakes Park, near I-75 and Clark Road.

Sarasota County is located on the Florida peninsula, midway between Tampa Bay and Charlotte Harbor. Thirty-seven miles of white, sandy beaches line the Gulf of Mexico west of the county, while the wetlands, prairies and hammocks of Myakka River State Park roll across much of the eastern lands. Situated in the sub-tropical region that arcs across the state, the area features an appealing climate all year. Prominent cities include Sarasota, Venice, and North Port. Nearly 400,000 residents make Sarasota County their home the year around with another 75,000 or so wintering there, and 90% of respondents describe their neighborhood as excellent or good.

Agriculture is an important industry in Sarasota County. The most recent Census of Agriculture reports 283 farms on 80,000 acres. The market value on ag products sold is more than $25 million annually. Top commodities include sod, cattle, nursery operations, and aquaculture.

FOR INFORMATIONAL PURPOSES ONLY: Extension is a partnership between state, federal, and county governments to provide scientific knowledge and expertise to the public. As such, all partners are involved in the supervision of the office and contribute to the salary and support resources. The primary goal of Extension is to disseminate the latest knowledge and applicable technologies in agriculture, human and natural resources, and the life sciences in order to sustain and enhance the quality of human life. The UF/IFAS mission is accomplished through extension faculty members, scientists, educators, administrative staff, and volunteers working cohesively throughout Florida’s 67 counties.

**Application Instructions**

Apply through the online UF application system at [http://explore.jobs.ufl.edu/cw/en-us/job/505774](http://explore.jobs.ufl.edu/cw/en-us/job/505774), 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.