Position # 0001-3986
Requisition # 493088

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

Application deadline:  September 14, 2015

Duties and Responsibilities
University of Florida/IFAS Extension and Gulf County seek to fill a permanent-status accruing Extension Agent position that will also serve as County Extension Director (CED). In addition to administrative duties, the CED will also plan, develop, implement, evaluate, and report on his/her own educational programs. Preferred subject matter areas are horticulture, agricultural production, and sustainable communities.

General Duties and Responsibilities
County Extension Director (CED) component
- Lead, administer, supervise, coordinate, evaluate, and report on the total Gulf County Extension program.
- Supervise and evaluate county faculty members with primary assignments in Family and Consumer Sciences and 4-H Youth Development.
- Foster and build 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.
- Market all county extension programs to stakeholders, funders, and the general public.
- Develop and maintain working relationships with extension administration, community leaders, county and city governments, state and federal agencies, non-profit groups, the private sector, media, and the general public.
- 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.
- Assure that each member of the county faculty maintains an extension advisory committee in his/her subject matter and areas of responsibility.
- Collaborate with Northwest District Extension faculty to facilitate delivery of regional extension programs.

Extension Agent component
- Develop, implement, and evaluate a comprehensive horticulture, agricultural production, and sustainable community extension program in cooperation with local citizens and county, regional, and state extension colleagues.
• Provide local and area-wide leadership for other areas of community development education including programs that support and assist local clientele groups and businesses.
• Assist in the 4-H Youth Development and volunteer component of UF/IFAS Extension in Gulf County.

Other duties
• Establish and maintain an effective system for accountability.
• Provide leadership for the management of all program components including program policies, enrollments and records, risk management, communications, and educational materials.
• Target programs to achieve program balance reflective of population diversity and to address the unique educational needs of Gulf County residents.
• Assume other assignments and responsibilities in support of the total Extension program as assigned by the District Extension Director.
• Follow all UF and Gulf County policies and procedures.

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 agricultural education, extension education, horticulture, agronomy, or other related field. Previous extension experience or at least 5 years of leadership is preferred and programming experience in agricultural production and horticultural areas are preferred. Experience with extension office operations, budgeting and grant management, personnel management, information technology, and educational delivery methods are necessary. Extension faculty currently located in the UF/IFAS Extension, Gulf 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. Gulf County residency is required, as the CED is expected to become an active community leader. The successful candidate may be required to pass a county drug test and background check.

Other information
The Gulf County Board of Commissioners partners with UF/IFAS Extension to fund the Gulf County Extension program. Gulf County is a coastal rural community of 14,789 people in located on the Gulf of Mexico, in the heart of the Florida Panhandle. The Extension office is located in Wewahitchka; Port St. Joe is the county seat of Gulf County, 90 miles southwest of Tallahassee, the State Capital. Gulf County has a youth population of 3,623 of 4-H age.

Application Instructions

Apply through the online UF application system at https://jobs.ufl.edu (search for requisition # 493088), 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
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.