



**Position # 0001-4009**

**Requisition # 504602**

**Natural Resources and Agriculture Extension Agent I or II  
University of Florida/IFAS Extension at Nassau County  
Callahan, FL (Northeast Extension District)**

Application Deadline: 12 January 2018

The University of Florida/IFAS and Nassau County seek to fill a full-time, permanent status accruing Natural Resources and Agriculture Extension Agent position. The agent will plan, teach, evaluate and report the county's natural resources/agriculture (90% FTE) extension education program that will cover issues of importance as determined by stakeholder needs and input from an Extension Advisory Committee. Natural resource extension programs may include wildlife and wildlife habitat management; water conservation and water quality protection; promotion of sustainable practices and economic opportunities on agricultural lands (including tourism and nature-based recreation); guidance on pond, wetland and forest stewardship; control of invasive and problematic species; and promoting awareness of local ecosystems and conservation. Agriculture Extension programs may include management/coexistence of wildlife on agricultural lands, forage grass production, and livestock. The agent will contribute to 4-H youth education (10% FTE), including environmental education and other activities as determined (e.g., livestock education) and assist in preparation for the annual county fair.

The successful candidate will:

- Assume overall leadership for planning, developing, organizing, coordinating, implementing, teaching, and evaluating educational programs within the designated areas of expertise and in support of local needs and statewide extension initiatives.
- Recruit, maintain, and utilize the input and support of an active Extension Advisory Committee for subject matter program determination, implementation, and assessment.
- Provide educational programs to manage the coexistence of wildlife and management of wildlife habitat on agricultural lands.
- Educate clientele about controlling invasive species in natural areas and aquatic ecosystems.
- Promote sustainable economic opportunities such as ecotourism, agritourism, and nature-based recreation on public and private lands.
- Plan and implement the Florida Master Naturalist Program in Nassau County under the guidance of the statewide program and develop an effective volunteer system to maximize program outreach.

- Participate in multicounty programming and collaborate with other extension personnel, media, other county departments, community agencies, and other local groups to enhance educational outreach and program marketing.
- Develop annual personal Plan of Work and Report of Accomplishments and other required reporting on a regular and timely basis.
- Seek, obtain, and manage monetary and in-kind funding (including program fees) to enhance programmatic efforts.
- Work with diverse audiences following all Affirmative Action guidelines.
- Effectively work as a member of the extension team and contribute to statewide extension programming in support of the Extension Roadmap.
- Maintain a favorable image of IFAS Extension in the community.
- Be actively involved in Nassau County community life.
- Follow all University of Florida, IFAS, and Nassau County policies and procedures.
- Participate in professional organizations appropriate for this position.
- Contribute 10% of effort to work with the local 4-H Youth Development Agent, youth, and volunteers in planning, teaching, evaluating and reporting on youth development programming in subject matter areas of expertise.
- Work closely with Nassau County government, the County Extension Director, and the Northeast District Extension Director and assume other duties assigned by them.

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 bachelor's degree is required; a master's degree is preferred. Doctoral degrees will be considered. A candidate hired with a bachelor's degree only must make significant progress (complete at least 50% of course work) toward obtaining a master's degree within 6 years of employment. Degrees may be in natural resources, forestry, animal science, weed management or a related field. Experience with natural resources, agricultural operations, and varied educational delivery methods is preferred.

The successful candidate must develop effective working relationships with producer groups, community leaders, county government, media, related agencies and the public. He/she will effectively use computer technology and social media for communication, teaching, and program management as appropriate. It is expected that the successful candidate will have strong organizational skills and record-keeping techniques, be personable, have good written, oral and listening communication skills, and have an astute ability to build strong collaborations and partnerships. The ability to respond to clients in a courteous, timely, and efficient manner is essential.

The successful candidate should establish residency in Nassau County, as it is expected the agent will become a part of local community life. The successful candidate must possess (or obtain) and maintain a valid Florida driver's license, and obtain a pesticide 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.

### **Other Information**

The UF/IFAS Extension office at Nassau County is located in Callahan. The county has a population of about 76,000. The county has 444 farms with 39,335 acres. Approximately 54% of the farm acreage is in timber.

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/504602> , 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](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 to:

Ms. Dana LeCuyer  
UF IFAS Human Resources  
Faculty Recruitment and Hiring  
P O Box 110281  
Gainesville, FL 32611-0281  
[dlecuyer@ufl.edu](mailto: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.*