Urban/Commercial Horticulture Extension Agent II, III, or IV
University of Florida/IFAS Extension at St. Johns County
St. Augustine, FL (Central Extension District)

Application deadline: March 6, 2016

The Univ. of Florida/IFAS and St. Johns County seek to fill an extension agent position that will lead, manage, and teach the county’s urban/commercial horticulture extension programs. Clientele for these programs include county residents, Master Gardener volunteers, retail nurseries, pest control and lawn maintenance services, school-aged youth, city, county, and school board employees, wholesale nurseries, and ornamental horticulture producers.

Duties and Responsibilities
The successful candidate will plan, implement, evaluate, and report on programs emphasizing water conservation and water quality, nutrient management, safe pesticide use, pest management, and other residential horticulture subjects. The agent will be responsible for the Master Gardener Program and volunteers as well as the Florida Friendly Landscaping (FFL) Program. The agent will oversee the maintenance of the St. Johns County Agriculture Center property that includes an arboretum and community gardens. The agent will be in charge of the urban plant clinic and will work with Master Gardeners to coordinate coverage. The agent will encourage edible garden, community and school garden, and local food system opportunities in the community. The agent will report to the St. Johns County Extension Director and the Central District Extension Director and will assume other duties assigned by them. The agent will create an annual plan of work and report of accomplishment and will submit required UF/IFAS faculty and county reports.

The successful candidate will:
- Have a working knowledge of ornamental horticulture, turfgrass culture, and Florida’s water resources and natural habitats.
- Have experience with ornamental plants, landscapes, vegetables, fruit trees and turf.
- Possess diagnostic and identification skills related to plant pests and growth disorders.
- Be familiar with state and federal pesticide and fertilizer application licensing requirements.
- Be familiar with the allied ornamental horticulture industry and the associated professionals with the industry.
- Demonstrate the ability to develop positive working relationships with colleagues, staff, volunteers, industry, civic organizations, homeowners, homeowner associations, builder/developers, and agency partners.
• Assemble and use an advisory committee to help provide extension program direction.
• Be able to work with other extension agents as part of a team, collaborating on projects such as grants, programs and events.
• Be able to write articles, develop multi-media presentations, compose county fact sheets, and create posters and exhibits.
• Be able to use and teach information technology-based programs.
• Have the ability to develop educational programs that meet industry needs for continuing education.
• Be able to successfully obtain extramural funding for program delivery and enhancement.
• Develop or assist with 4-H Youth Development and/or other youth-focused activities.
• Be able to supervise and assign tasks to other personnel and large number of volunteers.
• Participate in professional organizations appropriate for this position.
• Create and follow a professional development plan.

Qualifications
A master’s degree in horticulture or a combination of a plant science-related master’s degree and horticulture experience is required. Experience in teaching, writing, and developing educational programs is preferred. Proven organizational skills and effective written/oral communication skills are necessary. Candidate must have the ability to become certified as a trainer for related industry certifications such as; Green Industry Best Management Practices and Certified Arborist. Necessary special requirements include: 1) Must be able to obtain and maintain a valid Florida driver’s license; 2) Must be flexible and willing to work irregular hours, including evenings, weekends and overnight travel; 3) Must comply with the policies in the Memorandum of Agreement for Extension Services between the UF/IFAS and St. Johns County.

Application Instructions

Apply through the online UF application system at http://explore.jobs.ufl.edu/cw/en-us/job/493228, 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](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  
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/](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.*