



Position # 0001-4014

Requisition # 501655

**Program Extension Agent II, III, or IV OR Extension Agent II, III, or IV AND County Extension Director
University of Florida /IFAS Extension at Pinellas County
Largo, Florida (South Central District)**

Closing Date: March 29, 2017

Please note: The Extension Agent track is permanent status-accruing and the Program Extension Agent track is non-permanent status accruing in the Florida Cooperative Extension Service (FCES). The track followed by a successful candidate who does not currently hold permanent status in FCES will be agreed upon by UF and the candidate, and will depend on current position and experience. A successful candidate who currently holds permanent status in FCES will follow the Extension Agent track.

Position summary

The University of Florida /IFAS Extension and Pinellas 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) in Pinellas County, FL. The County Extension Director (CED) will be responsible for managing and leading educational programs, faculty, and staff of the UF/IFAS Extension in Pinellas County. The CED is responsible for the total county extension program while building effective working relationships with stakeholders, county government, county residents, and UF/IFAS faculty, staff, and Extension administration. In addition, the CED is expected to conduct forward looking educational programs in community resource development and resiliency to meet real community needs in a built-out urban setting. 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 County Extension Director also serves in a Division Director role in Pinellas County government with duties as assigned. The CED manages the educational programs and facilities at the Chester Ochs 4-H Education Center and Brooker Creek and Weedon Island Environmental Education Centers.

The CED supervises and evaluates county faculty and staff members with primary assignments in Commercial Horticulture, Natural Resources, Urban Horticulture, Family and Consumer Sciences, Sea Grant, Urban Sustainability and 4-H Youth Development. The CED will be expected to manage an overall advisory committee, submit a county budget, guide and mentor county faculty and staff and maintain strong relationships with county administration. The CED will assume other responsibilities as assigned by the District Extension Director and the Parks and Conservation Resources Director. 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 the relevant subject matter area and be familiar with county and university initiatives and priorities.

The successful applicant must have excellent communication skills and must have the ability to motivate, train, and recruit 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. As a joint county/state appointment, the individual will follow all policies relating to Pinellas County and UF/IFAS Extension.

Qualifications

- A master's degree is required. Preferred academic backgrounds include Family, Youth, and Community Sciences, Urban Planning, Landscape Architecture, Public Policy, Agriculture/Extension Education, or Natural Resources.
- A minimum of 5 years of extension experience or equivalent is required.
- Previous managerial experience and skills in supervising faculty and staff are preferred.
- Expertise in Community Resource Development is preferred and programming is expected.
- 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.
- A responsive, creative, energetic and team oriented attitude to solving problems is expected.
- Excellent written and oral communication skills.
- Prior to appointment, the successful candidate must pass a physical examination, drug screening, and background check.
- 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 and travel with a personal transportation in/out of the county with occasional overnight travel.

Other information

Pinellas County, located on Florida's central west coast, is home to almost 1 million people. The white sand beaches and sub-tropical climate draw an additional 6+ million overnight visitors each year. With its mild climate, outstanding cultural, recreational and sport facilities, parks and beaches, the county offers a resort lifestyle the year around. The largest cities are St. Petersburg and Clearwater.

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/501655> , 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. Applications must be submitted by 11:55 PM on the position 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.