Commercial Horticulture Extension Agent I, II, or III
University of Florida/IFAS Extension at Santa Rosa County
Milton, FL (Northwest Extension District)

Application deadline: 1 January 2018

Position Summary
University of Florida/IFAS Extension and Santa Rosa County seek to fill a 12-month, permanent status-accruing faculty position as the Commercial Horticulture Extension Agent. This agent will plan, develop, implement, teach, and evaluate programs centered on commercial horticulture and other areas to be determined locally in cooperation with the program advisory committee. The commercial horticulture audience is broad; it includes fruit and vegetable specialty crop producers plus the horticultural services industry, including nurseries, garden centers, and landscape professionals.

The agent must have good knowledge of farm management, including best management practices to improve water quality for crop production. Multi-county programming with extension faculty in neighboring counties and states is expected. With basic horticulture knowledge, the agent will work with other county faculty in pesticide training, and will assist with Master Gardener training and community development education programs. The agent must develop effective working relationships with producer groups, community leaders, county government, media, related agencies and the public.

Duties and Responsibilities
The Agent will:
- Teach farmers and ranchers about sustainable agricultural practices in commercial horticulture, nursery production, and farm management.
- Teach commercial clientele groups in subjects related to landscapes, ornamental plants, turfgrass, fruits and vegetables, pest management, and fertilizers with a strong emphasis on sustainability.
- Be able to use technology-enhanced and technology-based instruction methods.
- Possess plant diagnostic, plant identification, and pest identification skills.
- Be familiar with current issues in watersheds, water quality, and water supply.
- Develop and maintain an advisory committee to assist with program design and client needs.
- Engage ethnically and culturally diverse residents and agencies in programming.
- Enthusiastically work with other agents and educators as part of a team, collaborating on marketing efforts, educational events, and grant opportunities.
• Write relevant articles and fact sheets, develop multi-media presentations, and create posters and exhibits.
• Provide timely communications with clientele via newsletters, social media, and email.
• Acquire funding for program delivery and enhancement.
• Develop and deliver age-appropriate subject matter in support of 4-H Youth Development.
• Participate in at least one of the Florida Extension professional associations.
• Attend and contribute to professional meetings, in-service trainings, and actively seek out professional development opportunities.
• Create and follow a professional development plan.

The agent will report to the County Extension Director (CED) and the Northwest District Extension Director (DED), and will assume other appropriate duties as assigned. The agent will create an annual plan of work and annual report of accomplishment based on the plan of work. Additional faculty reports will be required. The candidate will be expected to employ skills in effective organization and record keeping, and to respond to clients in a timely and professional manner. If candidate does not already have permanent status with the University of Florida, he or she will be expected to submit a permanent status and promotion packet no later than the 6th year of employment.

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 from an accredited college or university is required. A master’s degree is preferred. Desired degree fields include horticulture and agronomy; however, candidates with a degree in a related area like extension education or agricultural education will be considered if the candidate can show significant training in plant, soil, or water sciences with an emphasis on horticulture. A candidate hired with a bachelor’s degree only will be expected to make at least 50% progress towards achieving a master’s degree within 6 years of employment.
• Relevant experience in horticulture is preferred.
• Experience with horticultural crop production, computers and information technology and educational delivery methods is necessary.
• Experience in teaching, writing, and developing educational programs is preferred.
• Demonstrated abilities in organizational skills and written and oral communication.
• Basic computer literacy including mastery of the Windows-based Microsoft Office applications Outlook, Word, and PowerPoint (Excel and Publisher are a plus), as well as familiarity with website maintenance and use of applications for mobile devices.
• The candidate must be able to manage complex, multifaceted programs and have the ability to successfully organize and motivate people.
The candidate must be able to obtain and maintain a Florida driver’s license and must be willing to travel using personal transportation. Extension Agents are UF/IFAS faculty members; implicit in this position is the need to sometimes work outside of normal business hours. Therefore, the candidate must be flexible with their time and must be willing to work irregular hours, including evenings and weekends, with some overnight travel. The candidate will be required to obtain a pesticide applicator’s license. Employment is contingent upon the results of a criminal background screening and drug test.

Other Information
Santa Rosa County is comprised of 1,012 square miles of land area with a population of more than 167,000. It borders Alabama on the north and the beautiful Gulf Coast beaches on the south. Natural resources and forestry are important with 162 square miles of water and 490,000 acres of timberland. Santa Rosa County agriculture is diverse with approximately 75,000 acres of cropland and pasture. Major agricultural crops are cotton and peanuts. Small farms of 40 acres or less are also increasing, with an emphasis on vegetable, fruits, and small livestock production.

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/505420, 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  
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.