Florida- Friendly Landscaping Program Extension Agent I (100% grant-funded)
Seminole County Florida Yards and Neighborhoods Program
Seminole County (Central Extension District), Sanford, FL

Closing date: March 19, 2013

Job Summary
The Program Extension Agent will lead, teach, manage, and evaluate extension programs on Florida Friendly Landscaping (FFL). Clientele includes homeowners, home-owners association (HOA) board members, property managers, landscape technicians, pesticide applicators, landscape maintenance companies, developers, irrigation contractors, golf course employees, retail nursery employees, county and city government employees, and school board employees. The geographical area served is Seminole County, FL.

The successful candidate will plan, implement, and evaluate programs emphasizing water conservation, water resource protection, aquascaping, FFL principles, proper fertilizer application, safe pesticide use, pest and disease management, and urban horticulture issues.

Funding for this position is provided through a yearly contract between Seminole County and UF/IFAS. This position is time-limited; it will continue based on availability of grant funds and the Program Agent’s job performance.

The agent will work closely with the Seminole County Extension Director, Seminole County Watershed Management Division and the Central District Extension Director in reporting and evaluating program effectiveness. The agent will create an annual plan of work and report of accomplishments and submit required faculty reports.

The agent will coordinate the Florida Yards and Neighborhoods (FYN) program in the form of education instruction and implementation for nutrient source reduction in order to meet the regulatory requirements, goals, and objectives of the county and its seven cities’ National Pollutant Discharge Elimination System (NPDES) permit and associated Total Daily Maximum Loads (TMDL) compliance activities. One of the main goals of the FFL position is to provide education for stormwater pollution prevention through the connection between FFL principles and water resource protection.

Key Areas of Responsibility:
• Adhere to and promote Seminole County and UF/IFAS research and recommendations for FYN and FFL.
• Project professional demeanor and attitude without discrimination.
• Attend staff meetings. Be knowledgeable about, support, and promote all extension programs.
• Present one FYN “FFL Principles” workshop per county and its seven cities annually.
• Present, at minimum, two FYN “FFL Principles” workshops to HOAs per county and its seven cities annually.
• Coordinate and present “FFL Best Management Practices (BMPs) for Protection of Water Resources by the Green Industries” minimum twice per year. (Presenter BMP certification required.)
• Coordinate and present aquascaping classes at least twice per year.
• Develop and present FFL workshops for the general public throughout the year, including garden clubs, businesses, organizations, and through UF/IFAS Extension.
• Participate in county and city events through table displays and provide FFL educational materials.
• Develop FYN/FFL education materials based on County and UF/IFAS research and recommendations.
• Promote all FYN/FFL programs through development of flyers, brochures, news releases, marquee, social media and other means. Participate in radio and TV interviews for FYN/FFL.
• Develop community relationships and partnerships to promote FYN and FFL.
• Write and submit FYN/FFL articles to Seminole Greenthumb quarterly newsletter and Seminole County Master Gardener monthly newsletter, and others as the opportunity presents itself. Create own FYN/FFL newsletter for mass distribution via postings and email.
• Update and enhance FYN website: www.seminolecountyfl.gov/fyn.
• Update and enhance FYN social media avenues.
• Coordinate, facilitate, and submit minutes for quarterly FYN advisory committee meetings. Follow-through with committee member recommendations.
• Engage in continuing education to enhance FFL skills and qualifications.
• Keep current with FFL legislation, policies, and news.
• Track activities and time for reports due monthly and annually. Reports include County, seven cities, and extension activity; UF/IFAS Report of Accomplishment and Plan of Work. Submit copy to FFL State office.
• Keep County funder, Watershed Management Division Marie Lackey, and CED Barbara Hughes informed of activities.
• Coordinate with Seminole County Watershed Management Division on program goals and projected annual position tasks.
• Have a working knowledge of ornamental horticulture, turfgrass culture, aquascaping, aquatic plants, and Florida’s water resources.
• Be able to develop relationships with county agencies, developers, HOAs, and homeowners.
• Develop an advisory committee that will help provide direction for the program.
• Be able to work with other agents as part of a team, collaborating on projects such as grants and events.
• Be able to write articles, develop multi-media presentations, compose county fact sheets, use social media, and create posters and exhibits.
• Seek funding for program enhancement and successfully obtain extramural funding.
• Develop or assist with a 4-H Youth Development activity.
• Participate in professional organizations appropriate for this position.

Qualifications
• Bachelor’s degree in horticulture, biology, or a related field.
• Working knowledge of Florida’s water resources.
• Working knowledge of plant materials, landscaping, and aquascaping.
• Good organizational skills.
• Work efficiently in diverse working environment.
• Proficient in suite of Microsoft applications and web-based applications such as social media outlets.
• Ability to communicate clearly.
• Strong sense of customer service. Desire to learn and share knowledge with others.
• Motivated, self-starter, and ability to work without supervision.
• Must possess (or be able to obtain) a valid Florida’s Driver’s License.
• Must be flexible and willing to work irregular hours, including evenings, weekends and travel overnight.

PHYSICAL DEMAND REQUIREMENTS:
Physical Demand: Light
- 20 lbs maximum lifting.
- Frequent (up to 2/3 of the work time) lifting, carrying up to 10 lbs.
- If less lifting involved will require significant walking/standing may be required.
- If mostly sitting is involved, will require push/pull on arm or leg controls.
- Expressing or exchanging ideas by spoken word or perceiving sound by ear.

Application Instructions

Apply through the online UF application system at http://jobs.ufl.edu/postings/38146.

Please complete an online application 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.

You must apply online no later than 11:00 PM on the position closing 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. Official transcripts must be issued directly to our office from the institution.

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 as follows:

Faxed to the IFAS Office of Human Resources, Faculty Recruitment and Hiring, Attention Dana LeCuyer at 352-392-3226
OR
Emailed to dlecuyer@ufl.edu
OR
Mailed to:

Ms. Dana LeCuyer
UF IFAS Human Resources
Faculty Recruitment and Hiring
P O Box 110281
Gainesville, FL 32611-0281

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. Interviews will be open to the public, and applications, resumes, and many other documents related to the search will be available for public inspection. Persons with disabilities have the right to request and receive reasonable accommodation.