Florida-Friendly Landscaping (FFL) Extension Agent I
University of Florida/IFAS Extension at Seminole County
Sanford, FL (Central Extension District)

Position closes: 11 Jan 2018

Job Summary
This Extension Agent will plan, lead, teach, manage, implement, evaluate, and report on extension programs centered on Florida Friendly Landscaping (FFL). Education should emphasize water conservation, protecting and maintaining water quality, FFL principles, proper fertilizer application (according to Seminole County’s fertilizer ordinance), safe pesticide use, pest and disease management, and urban horticulture issues.

The candidate will have the ability to work with a diverse group of clientele including Homeowner Association Board members, property managers, landscape technicians, pesticide applicators, landscape maintenance companies, developers, irrigation contractors, golf course employees, retail nursery employees, youth, businesses, water resource professionals, and homeowners, along with county and city government employees and school board employees. The candidate will work closely with the Seminole County Extension Director, Central District Extension Director and the Seminole County Watershed Management Coordinator in reporting and evaluating program effectiveness. The agent will create an annual plan of work and report of accomplishment and submit required faculty reports.

The candidate will have the skills to coordinate the FFL program in the form of education instruction and implementation for nutrient source reduction in order to meet the regulatory requirements, goals, and objectives of Seminole County and its seven cities’ National Pollutant Discharge Elimination System (NPDES) permit, associated Total Daily Maximum Loads (TMDL) compliance activities as well as the county’s adopted fertilizer ordinance.

Key Areas of Responsibility:
- Have a working knowledge of ornamental horticulture, aquatic plants, turfgrass culture, and Florida’s water resources.
- Project professional demeanor and attitude without discrimination.
- Be knowledgeable about, support, and promote all UF/IFAS Extension and Seminole County watershed management programs.
- Coordinate and present “FFL Best Management Practices (BMPs) for Protection of Water Resources by the Green Industries.” (Presenter BMP certification is required.)
• Develop and present FFL workshops for the general public throughout the year, including garden clubs, businesses, organizations, retail markets, and environmental groups through UF/IFAS Extension.
• Participate in county and city events through table displays and provide FFL educational materials.
• Develop and implement a fertilizer educational program along with Seminole County Watershed Management staff.
• Be familiar with state and federal pesticide and fertilizer application licensing requirements.
• Promote all FFL programs through development of flyers, brochures, news releases, marquee, and other means. Participate in radio and TV interviews for FFL.
• Develop community relationships and partnerships to promote FFL.
• Be able to work with other agents and county staff as part of a team, collaborating on projects, grants, and events.
• Be able to write articles, develop multi-media presentations, compose county fact sheets, newsletters, create poster, update and enhance website, use social media outlets along with create and enhance webinars.
• Engage in continuing education to enhance FFL skills and qualifications. For example, enroll in Master Gardener Training and become a Florida Nursery Growers and Landscape Association “Florida Certified Horticulture Professional.”
• Keep current with FFL legislation, policies, and news.
• Develop an advisory committee that will help provide direction for the program.
• 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
• A bachelor’s degree in environmental science, horticulture, or a combination of a related degree and horticulture experience is required.
• Working knowledge of plant materials, landscaping and water resources.
• Good organizational skills.
• Ability to work efficiently in diverse working environment.
• Proficient in Microsoft Office computer applications.
• 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, significant walking/standing may be required.
- Expressing or exchanging ideas by spoken word or perceiving sound by ear.

**Application Instructions**

Apply through the online UF application system at [http://explore.jobs.ufl.edu/cw/en-us/job/505776](http://explore.jobs.ufl.edu/cw/en-us/job/505776), 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/.

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.