Position # 0001-4133
Requisition # 493125

Family and Consumer Sciences Extension Agent I or II
University of Florida/IFAS Extension at Manatee County
Palmetto, FL (South Central Extension District)

Application deadline: September 7, 2015

The University of Florida/IFAS in partnership with Manatee County government seeks to fill a Family and Consumer Sciences (FCS) extension agent position. The individual in this position will lead, manage, and coordinate the planning, implementation, evaluation, and reporting of the comprehensive county FCS education program.

Duties and Responsibilities
Traditional core educational areas include nutrition and food safety, financial management, family and human development, energy efficiency, and housing and home environment. Non-traditional programming may include food systems, FCS-related community resource development, and a responsive stance to emerging issues.

The agent must have a good knowledge of community-based programming and educational principles. Educational programming methods include community teaching, electronic web-based communications, and the creation of fact sheets and other educational materials for youth and adults.

The successful candidate will be a self-starter and must have the ability to develop positive relationships with colleagues, diverse community groups, advisory committees, volunteers, and clientele in collaborations and partnerships. The individual will establish a strong local advisory committee and will work with them to analyze the county situation, identify priority issues, establish program budgets, and design and implement a variety of programs to reach target clientele. Strong communication skills, both written and verbal, are required as well as a modern understanding of computer use.

The agent will recruit, train, and use volunteers in building strong community programs and will provide support for the county 4-H program in appropriate subject areas. The successful candidate must demonstrate an ability to work with staff, volunteers, industry, media, and agency partners. The agent is expected to develop creative works (presentations, posters, website development, etc.), write non-technical people-friendly publications, and participate in professional societies. The successful agent will create an annual plan of work (POW) and a report of accomplishment (ROA), and will be expected to attain permanent status and promotion per UF/IFAS guidelines. The agent will follow all Extension policies regarding
affirmative action, program development and reporting as well as assuming other duties as assigned by the County Extension Director and/or the District Extension Director.

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 in FCS or a closely related field is required. A master’s degree and experience in FCS is preferred. A candidate hired without a master’s degree will be expected to make significant progress towards obtaining one within 6 years of hire.
- Familiarity with local, state, and federal agencies and associations.
- Strong relationship-building and people skills.
- Ability to work effectively in teams and with volunteers.
- A responsive, creative, energetic and team-oriented attitude to solving clientele problems is expected.
- Excellent written and oral communication skills.
- Bilingual in English/Spanish a plus.
- Prior to appointment, the successful candidate must pass a Manatee county physical, drug screening, and background check.
- Necessary special requirements: Must possess (or be able to obtain) a valid Florida driver’s license; must be flexible and willing to work irregular hours, including evenings, weekends, and overnight travel; must be able to lift up to 50 lbs.

Manatee County is located on Florida’s Gulf Coast. It is bordered by Tampa Bay and St. Petersburg to the north, Hardee and DeSoto counties to the east, and Sarasota County to the south. The county seat and the largest municipality in Manatee County is Bradenton. Manatee County has five other municipalities including Palmetto, which is where the Manatee Cooperative Extension office is located. For more information about Manatee County, please see [http://www.mymanatee.org/home/government/county-administration/about-manatee.html](http://www.mymanatee.org/home/government/county-administration/about-manatee.html).

**Application Instructions**

Apply through the online UF application system at [http://explore.jobs.ufl.edu/cw/en-us/job/493125](http://explore.jobs.ufl.edu/cw/en-us/job/493125), 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
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.