Position # 0001-4177
Requisition # 502266

Agriculture (Livestock) and Natural Resources Extension Agent I, II, or III
University of Florida/IFAS Extension at Highlands County
Sebring, FL (South Extension District)

Application deadline: 28 May 2017

**Position Summary**
University of Florida/IFAS and Highlands County seek to fill a 12-month, permanent status-accruing Agriculture (livestock specialty) and Natural Resources Agent position. The successful candidate will be responsible for developing, delivering, evaluating, and reporting on science-based education programs with an emphasis on livestock, pasture management, invasive species management, protecting water quality, and natural resource conservation. In addition, the agent will provide educational support for 4-H youth development in livestock and environmental education.

**Duties and Responsibilities**
The Agent will:

- Have a working knowledge of livestock and forage production and experience with diagnostic skills, agricultural Best Management Practices, pest identification, and pest management.
- Implement a Master Naturalist program that should include a volunteer management component.
- Establish a working relationship with faculty and specialists within the South Florida Beef-Forage group to plan and develop extension education programs of mutual interest.
- Develop an advisory committee to assist with identifying community needs, planning and reviewing programs, and promoting programs and accomplishments.
- Use traditional and innovative educational methods to teach target audiences new practices, procedures, techniques, and skills that will ultimately result in documentable positive behavioral and/or practice change with time.
- Provide excellent customer service for the agricultural industry through various communication modes including online, telephone, email, social media, and face-to-face contact.
- Develop and sustain partnerships with community agencies and leaders, businesses, county government, media, and the public.
• Collaborate and provide support to local agricultural groups including Florida Farm Bureau, Cattlemen’s Association, Soil & Water Conservation Board, and Beekeeper’s Association.

• Develop and deliver age-appropriate subject matter in support of 4-H Youth Development.

• Attend and contribute to professional meetings, in-service trainings, and actively seek out professional development opportunities.

• Create and follow a professional development plan.

The individual is expected to attain permanent status and promotion per UF/IFAS guidelines. The successful agent will create an annual plan of work (POW) and a report of accomplishments (ROA). The agent will assume other responsibilities as assigned by the County Extension Director or District Extension Director.

As a University of Florida faculty member, the agent will work to acquire grants, contracts, gifts, monetary funds and in-kind support, participate in fee-based programs for revenue enhancement, lead interdisciplinary efforts, develop creative works (e.g., presentations, fact sheets, posters, webpages), and write extension educational materials.

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**
This position requires a bachelor’s degree with a strong academic background in animal science, agronomy, and forage production. A master’s degree is preferred. If the selected applicant possesses a bachelor’s degree only, at least 50% progress towards obtaining a master’s degree must be completed within the first 6 years of employment. Experience working in multicultural settings and coursework/training on multicultural topics are also desirable.

The agent should have:

- A track record of successfully producing project deliverables.
- Excellent written, oral, and listening communication skills.
- Strong relationship building and people skills.
- The ability to work effectively in teams and with volunteers.
- The ability to create and maintain resource networks.
- A responsive, creative, energetic and team-oriented attitude that is used to solve local problems.
- Proficiency with social media, Microsoft Office applications, web research, and navigation.
- Familiarity with, or willingness to learn, webpage design software and online tools in educational technology.
Candidates must be able to obtain and maintain a valid Florida driver’s license. Candidates should anticipate travel in/out of the county with occasional overnight travel, irregular hours and some nights and weekend work. Employment is contingent upon completion of a background check and drug-screening test.

Additional Information
There are more than 72,000 head of beef cows and more than 121,000 total cows and calves grazing annually on more than 425,000 acres in Highlands County. Recent economic analysis showed $31 million in annual gross sales for the more than 300 beef cattle producers in Highlands County. Cattle operations in Highlands County range in size from under 10 head to several thousand annually. The average herd size is about 250. While some cattle ranches are corporately owned and managed, most of the cattle ranches in Highlands County are family owned and operated through several family generations.

Highlands County (http://edr.state.fl.us/Content/area-profiles/county/highlands.pdf) has a population of more than 98,000 (2010 census data) and is located in central Florida about 60 miles south of Lakeland and Interstate 4. The Extension office is located in the Agri-Civic Center on the south side of the city of Sebring, which is in the central part of the county.

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/502266, 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.

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.