Position # 0001-6488
Requisition # 505587

Urban Horticulture Extension Agent II, III, or IV and County Extension Director
University of Florida/IFAS Extension at Martin County
Stuart, FL (Southeast Extension District)

Application deadline: 1 Jan 2018

Position Summary
University of Florida/IFAS Extension and Martin County seek to fill a 12-month, full-time permanent status accruing Extension Agent position with a self-starting, energetic, team-oriented individual who will also serve as County Extension Director (CED). The educational responsibilities of this agent encompass strong leadership with respect to urban horticulture.

The CED position will lead, administer, supervise, coordinate, and report on the overall University of Florida/IFAS Extension program in Martin County, in concert with county extension faculty and staff responsible for their respective educational programs. The Martin County faculty and staff currently includes one other extension agent (Sustainability and Commercial Horticulture), one professional assistant, and one program assistant. Two extension agent positions are to be filled (Sea Grant and 4-H Youth Development). The CED will maintain effective working relationships with clientele, county officials, community leaders, media, related agencies and the general public, and market extension program successes throughout the county. Other CED responsibilities include developing and following a strategic plan focused on marketing Extension’s successes, strengthening external relationships, successfully addressing compliance issues, personnel mentoring and leadership and revenue enhancement.

The academic assignment of this position involves leadership for the development, implementation, teaching, evaluation, and reporting of a comprehensive urban horticulture program in cooperation with county and state extension colleagues and local citizens. The agent will be expected to teach the most effective strategies to adopt Florida-Friendly Landscape (FFL) principles to protect water quality, water conservation, landscaping and sea level rise, and other related topics. Martin County is facing continuing challenges associated with a highly urbanized environment adjacent to economically and environmentally important coastal ecosystems. All county agents are expected to explore opportunities to supplement state and county fiscal support for extension programming.

Duties and Responsibilities
- Provide training for new Master Gardener volunteers and continuing education for experienced Master Gardeners.
- Coordinate volunteers’ activities, with a focus on educational programs to teach homeowners about FFL principles.
• Teach environmentally friendly practices, proper fertilizer application and responsible use, FFL horticultural Best Management Practices for water resource protection, and pest management (including insect, mite, disease and weed management).
• Market the extension program (both individual and total-county) through multi-media platforms.
• Develop, conduct, coordinate, evaluate, and report on educational programs for local audiences.
• Establish and maintain an effective advisory committee to solicit input for program priorities and objectives meeting the needs of designated clientele.
• Deliver educational programs using a wide variety of approaches (e.g., workshops, conferences, publications, and electronic media.)
• Develop local expertise in the horticulture education program.
• Develop community partnerships.
• Work with community agencies and groups representing ethically, socioeconomically and culturally diverse groups to engage in building a gardens network and support system.
• Collaborate with UF/IFAS Extension faculty in surrounding counties and UF state extension specialists to plan and develop extension education programs.
• Participate in collaborative practical and applied research projects associated with his/her area of expertise.
• Use traditional and innovative (technology-driven) educational methods to teach target audiences new practices, procedures, techniques and skills that will ultimately result in positive behavior and/or practice change with time.
• Work in collaboration with 4-H Youth Development faculty (5% effort) in their efforts to provide horticulture education programs.
• Be responsible for the total business management of the Extension Office, including adherence to policies and procedures in the Memorandum of Understanding between the Univ. of Florida and Martin County, and preparation of an annual budget request from the Martin Board of County Commissioners through the Parks & Recreation Department to support Cooperative Extension in the county.
• The agent will accept other duties as assigned or determined to be relevant to extension education programs by the District Extension Director including related 4-H youth programs and priority statewide initiatives.

**Qualifications**
A master’s degree is required, along with at least 5 years of professional extension experience or equivalent. Previous CED experience or equivalent is preferred. The master’s degree should be from an accredited college or university in plant science, horticultural science or a closely related field. Experience recruiting, training and supervising volunteers is preferred. The successful candidate will have a strong commitment to education. Practical experience in extension education as well as working with diverse stakeholders will be beneficial. Other requirements include excellent communication skills (oral, written and listening), outstanding management skills (coach, mentor, motivator, etc.), leadership and problem solving skills, familiarity working in political settings, and experience in creating vision and getting buy-in from others. Other desired qualities and skills include
evidence of exceptional collaborations, partnerships, and marketing with community agencies and groups.

Extension faculty currently located in the UF/IFAS Extension, Martin County Extension office that meets Agent II or III qualifications with a minimum master’s degree are eligible to apply. Experience in office operations, budgeting and grant management, personnel management, computer and social media competency, educational program delivery, program evaluation methodology, ability to organize and motivate people, and good teamwork skills. Experience working with multicultural settings and coursework/training are highly desirable. The agent must have the ability to work effectively with a diverse audience including minority groups, community leaders, media and the general public. Candidates must be supportive of the mission of the land-grant system. Candidates must also have a commitment to UF/IFAS core values of excellence, diversity, global involvement, and accountability.

The successful candidate will follow all University of Florida and Martin County policies and procedures (according to the Memorandum of Understanding) and will report to the Southeast District Extension Director. The successful candidate will be a faculty member of the University of Florida/IFAS. The agent must be willing to work irregular hours, evenings and weekends. Occasional overnight travel is required, as well as travel with personal transportation. Upon employment, the successful candidate must be able to obtain and maintain a valid Florida driver’s license. Prior to appointment, the successful candidate must pass a Martin County physical, drug screening and background check.

Other information
Martin County (www.martin.fl.us) is located on the southeast Florida coast, bordered by St. Lucie County to the north and Palm Beach County to the south. The extension office (martin.ifas.ufl.edu) is located next to the county fairgrounds on SR A1A in Stuart.

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/505587, 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
dlecuoyer@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.