Position # 0001-6489
Requisition # 507198

Classification Title: Extension Agent I, III, or III – Florida-Friendly Landscaping™ and Urban Horticulture

Application deadline: 16 May 2018

Job Description:
The Florida Cooperative Extension Service is a partnership between state, federal, and county governments that provides quality, relevant education and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We are the resource that helps educate Floridians to address issues related to agriculture, natural resources, youth development, families and communities.

University of Florida/IFAS Extension and Sumter County are seeking an Extension Agent to lead Florida-Friendly Landscaping™ (FFL) and Urban Horticulture education through the design, implementation, and evaluation of extension programming that meets the needs of the county’s diverse population.

As the Extension Agent, you will provide programming in water conservation, maintaining water quality, FFL principles, fertilizer application regulations, safe pesticide use, pest management, urban horticulture aspects of food systems, and other urban horticulture issues. “Food systems” in the context of this position includes sustainable production, harvesting, processing, packaging, marketing, and consumption of local foods. Food systems encompasses community food initiatives, community supported agriculture, farm to consumer efforts, consumer education of agricultural operations, farmers markets, and agri-tourism.

You will build an advisory committee composed of citizens and professionals that will assist you with program priorities and design to reach your audiences. You will obtain financial resources to support your programs and you will manage all components (e.g., policies, records, risk, communication, and accountability). You will grow a volunteer base (e.g., Florida Landscape Advisors, Lake Watch etc.) to expand program scope, and you will provide educational opportunities that support Sumter County’s 4-H Youth Development program.

This role provides the opportunity to make a positive impact in the Sumter County community as you help shape future generations. You will also collaborate with the County Extension Director and District Extension Director on multi-county projects and serve as a role model to the community.

Minimum requirements:
A successful candidate will have a bachelor’s degree in horticulture or a combination of a related degree and horticulture experience. Proficiency with computer technology, software applications, and internet use is required. A flexible schedule that allows for irregular hours is necessary. If hired with
solely a bachelor’s degree, we want you to continue to grow in your career. As such, we expect you to make at least 50% progress towards achieving your master’s degree within the first 6 years of employment. Course work completed within the State University System of Florida comes with a tuition waiver. A valid driver’s license as well as national background screening is a requirement of this position.

Preferred qualifications:
A master’s degree and experience in horticulture, natural resources, or a closely related field is preferred. The chosen candidate must have the ability to become certified as a trainer in related industry certifications like Pesticide Applicator, Certified Horticulture Professional, Green Industries Best Management Practices, and Certified Arborist.

You must be an effective written and verbal communicator, feel comfortable presenting in front of small and large crowds, be able to establish solid partnerships, and find innovative ways to attract new audiences. Familiarity with, or willingness to learn, webpage design software and online tools in educational technology is highly desirable.

Further information:
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/507198, 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. Applications 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](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/](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.