Position # 0001-7328  
Requisition # 505585

Program Extension Agent II, III, or IV OR Extension Agent II, III, or IV AND County Extension Director  
University of Florida/IFAS Extension at Broward County  
Davie, FL (Southeast Extension District)

Application deadline: 1 Jan 2018

Please note: The Program Extension Agent track indicates the position is non-permanent status accruing in the Florida Cooperative Extension Service (FCES). The Extension Agent track includes permanent status as part of the position. A successful applicant who does not currently hold permanent status in FCES will follow the Program Extension Agent track. A successful applicant who currently holds permanent status in FCES will retain same by following the Extension Agent track.

Position Description  
Univ. of Florida/IFAS Extension and Broward County seek to fill a Program Extension Agent or 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 is responsible for leading, managing, supervising, coordinating, and reporting on the total county extension program while maintaining, fostering and building effective working relationships with stakeholders, county government, community leaders, private sector clientele, media, government agencies, county residents, and UF/IFAS faculty, staff and extension administration. The CED supervises, mentors, and evaluates county faculty (Commercial Horticulture, Family Consumer Sciences, and 4-H Youth Development) and staff members. Other CED responsibilities include total business management of the Extension Office, 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 successful candidate will develop, promote, implement, teach, evaluate, and report on an urban horticulture educational program designed to assist residents and municipalities in maintaining their landscapes in a resource-efficient and environmentally sensitive manner. This agent is responsible for providing supervision and leadership for horticulture-related educational programs through the trained volunteer efforts of UF/IFAS Master Gardeners and their outreach activities, supported by two program assistants. 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. All county agents are expected to explore opportunities to supplement state and county fiscal support for extension programming.

**Duties and Responsibilities**
The agent must develop effective working relationships with homeowners, volunteers, advisory committee members, community leaders, media, related state and local agencies, and the general public. The successful candidate will be innovative, creative, and willing to adapt to a dynamic work environment. The agent will be expected to work with other county extension faculty in the Southeast District, other horticulture agents, extension specialists and researchers located at the Fort Lauderdale Research and Education Center, other centers in central and south Florida, and the main University of Florida campus in Gainesville. All extension agents also devote at least 5% of their extension programming to 4-H Youth Development. The agent will also assume other responsibilities as assigned by the Southeast District Extension Director in support of the total cooperative extension effort in Broward County.

The successful candidate will:

- Provide training for new Master Gardener volunteers and continuing education for experienced Master Gardeners.
- 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.
- Develop local expertise in the horticulture education program.
- Collaborate with schools to initiate school gardens.
- Coordinate and manage the teaching and implementation of community-based gardening education programs based on needs assessments and stakeholder input.
- 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.
- 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 Agreement for Extension Services between the Univ. of Florida and Broward County, and preparation of an annual budget request.
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.

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 Broward County policies and procedures (according to the Agreement for Extension Services) and will report to the Southeast District Extension Director. The successful candidate will be a faculty member of the University of Florida/IFAS. The office location for this position is in Davie, FL.

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.

Other Information
Broward County has a population of more than 1.9 million. It is the second most populous county in the state of Florida. The largest places in Broward County by population are Fort Lauderdale, Pembroke Pines, and Hollywood. Broward County borders Collier County, Hendry County, Miami-Dade County and Palm Beach County. Many Broward residents are part-time winter residents and enjoy the sub-tropical climate and ocean access. Since 1939, there has been an active Cooperative Extension program in South Florida educating the community. Broward County Extension is part of the Southeast Extension District made up of twelve counties and the Seminole Tribe.
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.

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.

Application Instructions

Apply through the online UF application system at http://explore.jobs.ufl.edu/cw/en-us/job/505585, 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
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._