Position # 0001-7638
Requisition # 493207

Environmental Science (Waste Reduction) Program Extension Agent I or II
University of Florida/IFAS Extension at Sarasota County
South Central Extension District

Application deadline: September 21, 2015

Sarasota County Government and Univ. of Florida/IFAS Extension seek to fill a 12-month, full-time, non-permanent status accruing Environmental Science Extension Agent position with a waste reduction focus. This creation of this position represents a partnership between the Sarasota County Public Utilities Dept. Solid Waste Division and UF/IFAS Extension, and it coincides with the completion of Sarasota County's Solid Waste Master Plan. Collaboration with county and other stakeholders including other extension faculty and external partners will be essential to the success of the position and program.

The position is responsible for developing an education and outreach program related to solid waste in Sarasota County. The extension program's objective is to teach decision makers and the general public about issues and problems associated with solid waste management, including laws and voluntarily actions that address these issues. A primary goal of this position is to achieve desired behavior change among various target audiences that increases landfill diversion rates. The position will support the diversion goals set by the state of Florida and the local goals under development for Sarasota County's new Solid Waste Master Plan.

Duties and Responsibilities
The Agent will design, coordinate, implement, evaluate, and report on a research-based educational program that focuses on solid waste. The outreach will cover a spectrum of information tailored to various audiences, but focusing primarily on residents. Through classes, volunteer engagement, incentive programs, marketing, and other strategies, the position will teach residents about not only what they should be recycling, but also what else they can do to reduce waste (e.g., composting, waste reduction strategies, moving away from disposables, sharing economy, recycling of non-regulated waste, etc.). The program will also address the environmental and other impacts of solid waste. The agent will establish and maintain a system to measure program accountability and effectiveness.

The position will be responsible for implementing a composting program, utilizing Extension's Master Composter program, and designing and managing a community composting program. The position will also coordinate the existing Green Business Partnership program, a certification program that presents an array of ways businesses can reduce their environmental impact. Through collaboration with the Extension Volunteer Coordinator, this position may work with Extension groups to increase the reach and effectiveness of the program. Volunteer
programs may include Master Composters, Master Naturalists, Sustainable Floridians, and Master Gardeners.

The successful agent will create an annual plan of work (POW) and a report of accomplishment (ROA) and will work with the program’s advisory committee to analyze county situations, identify priority issues, establish program budgets, and design and implement a variety of programs to reach target clientele in the above-mentioned areas. The successful candidate must demonstrate the ability to develop positive relationships with colleagues, staff, volunteers, industry, and agency partners. The successful candidate will assume other responsibilities that benefit the total county extension program as assigned by the County Extension Director and District Extension Director.

Additionally, Extension Agents must develop and use an effective client/citizen advisory committee to assess audience needs and determine program priorities. He or she will be expected to participate in appropriate in-service training (professional development) to stay current in the relevant areas of expertise, be familiar with county and university initiatives and priorities, and be familiar with related county, state, and federal regulations. The agent is expected to participate in professional organizations appropriate for this position.

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 and experience in solid waste, environmental science, environmental/civil/agricultural engineering, or a related field is required. A master's degree is preferred.
- Strong people skills and ability to work effectively in teams and with volunteers. Experience supervising staff preferred.
- A responsive, creative, energetic and team-oriented attitude to solving clientele problems is expected.
- Excellent written and oral communication skills.
- Prior to appointment, the successful candidate must pass a physical, drug screening, and background check.
- Must possess (or be able to obtain) a valid Florida driver's license.
- Must be flexible and willing to occasionally work irregular hours, including evenings, weekends, and infrequent overnight travel.

**Application Instructions**

Apply through the online UF application system at [http://explore.jobs.ufl.edu/cw/en-us/job/493207](http://explore.jobs.ufl.edu/cw/en-us/job/493207), 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 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.