Position # 0002-8812  
Requisition # 0905414

Residential Horticulture Extension Agent I, II, or III  
University of Florida/IFAS Extension, Flagler County  
Bunnell, FL (Central Extension District)

Closing date: May 2, 2014

Position Summary
University of Florida/IFAS Extension and Flagler County seek to fill a 12-month, permanent status-accruing Residential Horticulture Extension Agent position. This position provides leadership, teaching, and management of the residential horticulture extension program including the teaching and management of the Master Gardener program in Flagler County. Clientele for this program include homeowners and residents, retail nurseries and allied businesses for landscape products and services, trained Master Gardeners, school-age youth, and county and city government employees. The successful candidate will plan, implement, and evaluate programs with emphasis on the Master Gardener program, Florida Friendly Landscaping, water conservation and water quality, nutrient management, safe pesticide use, pest management, and other residential horticulture issues. The agent will be responsible for the Master Gardener program. The agent will manage the Master Gardener volunteers for program delivery and to maintain the demonstration gardens at the Flagler County Extension office.

The agent will work closely with the Flagler County Extension Director and the Central District Extension Director and will assume other duties assigned by them. The agent will create an annual plan of work and report of accomplishment and submit required faculty reports. The successful candidate will:

- Have experience working with ornamental plants, landscapes, and turf.
- Possess plant diagnostic and identification skills.
- Be familiar with watersheds, water quality, and water quantity issues.
- Be familiar with state and federal pesticide and fertilizer application licensing requirements.
- Be familiar with the allied ornamental horticulture industry and the associated professionals within the industry.
- Be able to develop relationships with industry groups, developers, and homeowners.
- Be able to use and teach technology-enhanced and technology-based instruction.
- Develop an advisory committee that will help provide direction for the program.
- Be able to work with other agents as part of a team, collaborating on projects such as grants and events.
- Be able to write articles, develop multi-media presentations, compose county fact sheets, and create posters and exhibits.
- Be able to successfully obtain extramural funding for program delivery and enhancement.
• Develop or assist with 4-H Youth Development activities.
• Participate in professional organizations appropriate for this position.

The successful candidate will have the ability to develop educational programs that meet industry needs for continuing education. It is expected that the candidate will have excellent organizational skills, good record-keeping techniques and the ability to respond to clients in a timely and efficient manner.

**Qualifications**
A Master’s degree and experience in horticulture, plant science, or soil and water science is preferred. A Bachelor’s degree in horticulture or a combination of a related degree and horticulture experience is required. A candidate hired with a Bachelor’s degree only will be expected to make at least 50% progress towards obtaining a Master’s degree within 6 years of employment. Experience in teaching, writing, and developing educational programs is preferred. Demonstrated abilities in organizational skills and written/oral communication are necessary. Candidate must have the ability to become certified as a trainer in related industry certifications. Examples of these include Pesticide Applicator, Certified Horticulture Professional, Worker Protection Standards, Green Industry Best Management Practices, and Certified Arborist.

Necessary special requirements:
- Must be able to obtain and maintain a valid Florida’s driver’s license.
- Must be able to obtain and maintain a pesticide applicator’s license.
- Must be flexible and willing to work irregular hours, including evenings, weekends and overnight travel.

**Application Instructions**

Apply through the online UF application system at [http://jobs.ufl.edu/postings/51265](http://jobs.ufl.edu/postings/51265).

Please complete an online application 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. Official transcripts must be issued directly to our office from the institution.

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](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 as follows:

Faxed to the IFAS Office of Human Resources, Faculty Recruitment and Hiring, Attention Dana LeCuyer at 352-392-3226
OR
Emailed to dlecuyer@ufl.edu
OR
Mailed to:
Ms. Dana LeCuyer
UF IFAS Human Resources
Faculty Recruitment and Hiring
P O Box 110281
Gainesville, FL 32611-0281

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.*