

County Extension Director
Extension Agent II, III or IV
Position # 0001-5918
Requisition # 0801369

Baker County
(Northeast Extension District)
Macclenny, Florida

Position open to: 11/04/2009

The University of Florida IFAS Extension Baker County Extension Director (CED) is responsible for administration, supervision, coordination and leadership of the entire Baker County Extension program. The CED will have educational responsibilities in commercial agriculture to include agronomic crop production, livestock production natural resources, small farms, and community resource development programs. The CED will support and oversee programs in Environmental Horticulture, 4-H, and Family and Consumer Sciences.

A qualified, self-starting, energetic, team-oriented individual is desired as the CED. The successful CED candidate must have excellent interpersonal, management, budgeting and administrative skills. This includes maintaining effective working relationships with Extension administration, county government, community leaders, private sector clientele, media, related agencies and the general public. Baker County Extension currently has four county faculty members with two secretarial support staff. The Extension office is responsible for the management and operation of the Baker County Agricultural Center Auditorium.

A Master's degree and five years of Extension or related experience is required. The Master's degree may be in animal science, agronomy, extension education, agricultural education, agriculture, natural resources, or other related Extension fields. Experience with livestock, agronomic crop production, farm management, community and leadership development, office operations, budgeting and grant management, non-formal teaching, personnel management, computers and information technology and educational delivery methods are necessary.

Established residency in Baker County will be required, as it is expected that the Baker CED will become a part of community life. The candidate must possess and maintain a Florida driver's license; travel in/out of the county with overnight travel, irregular hours and weekends. The successful candidate must pass an appropriate county drug and background checks.

The Extension office is located in Macclenny, the county seat of Baker County. The Baker County Agricultural Center is located on 5 acres of land and includes an Auditorium which is used for many community events and private functions. Baker County is a predominately rural county with a population of around 28,000 people. Located 25 miles from the metropolitan area of Jacksonville, Baker County is becoming a bedroom community and home to several new residential developments and small farm ranchettes. Forest lands are the major land use in Baker County.

Application Instructions:

Apply through the online UF GatorJobs application system (at <https://jobs.ufl.edu>), referencing requisition # 0801369. Although an Extension Agent is classified as a Faculty position, a

“TEAMS, OPS ...Cooperative Extension application” is required.

Please attach your Resume or CV, and 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 professional 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.

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 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.

With the exception of official transcripts, all items submitted by mail must be postmarked no later than the next business day of the position closing date. All documents submitted by fax or email must be received no later than the next business day.

Requested 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:

Dana LeCuyer
UF IFAS Human Resources
Faculty Recruitment and Hiring
P O Box 110281
Gainesville, FL 32611-0281

Women and minorities are encouraged to apply.