Position # 0001-3980
Requisition # 498682

Agriculture (Livestock/Pasture Management) Extension Agent IV and County Extension Director
University of Florida/IFAS Extension at Levy County
Bronson, FL (Northeast Extension District)

Application Deadline: September 14, 2016

The University of Florida/IFAS and Levy County seek to fill a 12-month, permanent status-accruing agriculture (livestock specialty) and natural resources extension agent (70%) and County Extension Director (30%) position. The agent will be responsible for planning, developing, implementing, teaching, evaluating, and reporting on extension programs in livestock (cattle, small ruminants, equine) and forage production and management (55%) plus natural resources (5%). Active participation and support to livestock-related activities of the 4-H Youth Development program is also expected (10%). The successful candidate will establish and maintain an effective system for program accountability to all relevant groups, organizations and agencies and will be expected to target programs reflective of the county's population diversity and unique educational needs.

As the County Extension Director (CED), the administrative duties for this position include the role of Department Head (reporting to the Levy County Coordinator) and the role of CED for UF/IFAS (reporting to the Northeast District Extension Director). The CED is responsible for overall administration of an effectively managed unit, including providing leadership to: 1. Three Levy County Extension faculty (an agriculture/ horticulture agent, a 4-H agent and a family and consumer science agent) and six staff members assigned to the office; 2. Facilities, equipment, and vehicles assigned to the extension office; 3. Overall extension office budget development; and 4. Marketing/communication of the program in the community. This position is funded 60% by the University of Florida and 40% by the Levy Board of County Commissioners (BOCC). The successful candidate will serve as the liaison between county government, county partners, and the Univ. of Florida, providing regular communication with the Levy BOCC.

Responsibilities include the establishment and effective management of two advisory committees (one for the agriculture/livestock program and one for the total county extension program) and working with agencies and organizations that are concerned with the needs and well-being of youth and adult citizens. The agent will create an annual plan of work and annual report of accomplishment based on the input of the advisory committees. Additional county and faculty reports and committee involvement are expected. The successful candidate will be expected to employ skills in effective organization, financial accountability and record keeping, and to respond to clients in a timely and professional manner.
Required are the abilities to work with diverse clientele; communication skills in writing, speaking and listening, and use of computers and social media. The agent is expected to develop creative works (presentations, posters, website development, etc.), seek extra-mural funding, write non-technical people-friendly publications, and participate in professional societies. It is expected that the agent will attain promotion and permanent status (if not already attained) in accordance with established UF guidelines.

The agent will follow all UF and Levy County Extension policies regarding affirmative action, program development, reporting and accountability as well as assuming other duties as assigned by the District Extension Director (DED) and the administrative representative of the Levy BOCC.

**Qualifications**
An earned master’s degree and 15 years of land grant university extension or related experience are required. Doctoral degrees will be considered. Degrees must be from an accredited university in the fields of agriculture, animal sciences, agronomy, leadership, extension education, agricultural education, or other closely related fields. Experience with youth development, livestock, extension projects, computer and information technology, social media and educational delivery methods are necessary.

Established residency in Levy County is expected, as it is expected that the Levy CED/Extension Agent will become a part of community life. The candidate must possess (or be able to obtain) a valid Florida driver’s license, and be willing to travel in/out of the county (sometimes overnight), with occasional irregular hours and weekend work. The successful candidate must pass an appropriate county drug and background check.

**Additional information**
The Levy County Extension office is located at 625 N. Hathaway Ave., Bronson, FL. The Levy County population is approximately 40,000 with 5,500 school-age youth. A large proportion of students qualify for free or reduced lunches.

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/498682, 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.