Position # 0001-4036
Requisition # 493726

Commercial and Residential Horticulture Extension Agent I, II, or III
University of Florida/IFAS Extension at Leon County
Tallahassee, FL (Northwest Extension District)

Application Deadline: October 28, 2015

University of Florida/IFAS Extension and Leon County seek to fill a 12-month, permanent status-accruing faculty position as the Commercial/Residential Horticulture Agent. This agent will provide leadership, teaching and management of the Leon County horticulture education program. Program areas of emphasis include: 1) environmental landscape management (both homeowner and commercial) using Green Industries Best Management Practices and Florida Friendly Landscaping™ principles, and 2) management and coordination of the Extension Master Gardener program.

Duties and Responsibilities
The Agent will:

- Be able to use technology-enhanced and technology-based instruction methods.
- Have knowledge and experience managing and supporting volunteers and employees.
- Use volunteer “middle managers” to assist with oversight of the Master Gardener program and outreach of programs.
- Teach commercial and homeowner clientele groups in subjects related to urban landscapes, ornamental plants, turfgrass, home vegetable and fruit gardening, pest management, and fertilizers with a strong emphasis on sustainability.
- Possess plant diagnostic, plant identification, and pest identification skills.
- Be familiar with current issues in watersheds, water quality, and water supply.
- Develop collaborative relationships with county and municipal partners, homeowner associations, and commercial horticulture operations.
- Develop and maintain an advisory committee to assist with program design and client needs.
- Engage ethnically and culturally diverse residents and agencies in programming.
- Enthusiastically work with other agents and educators as part of a team, collaborating on marketing efforts, educational events, and grant opportunities.
- Write relevant articles and fact sheets, develop multi-media presentations, and create posters and exhibits.
- Provide timely communications with clientele via newsletters, social media, and e-mail.
- Acquire funding for program delivery and enhancement.
- Develop and deliver age-appropriate subject matter in support of 4-H Youth Development.
• Participate in at least one of the Florida Extension professional associations.
• Attend and contribute to professional meetings, in-service trainings, and actively seek out professional development opportunities.
• Create and follow a professional development plan.

The successful candidate must demonstrate the ability to 1) plan, implement, evaluate, and report on programs with emphasis on outcomes on horticulture-related issues; 2) recruit, train, mentor, and manage Master Gardener volunteers; 3) manage the demonstration gardens according to Florida Friendly Landscaping principles; 4) design, implement, and evaluate community based education programs based on needs assessment with input from community members including formal classes and workshops, create computer slide shows and other multi-media presentations, and educational display booths at various community events to meet outreach goals within the community; 5) work with and engage strong advisory committees; 6) provide support to the 4-H Youth Development program in related subject matter (5% of annual work output); 7) work with community agencies in collaborations and partnership.

The agent will report to the County Extension Director (CED) and the Northwest District Extension Director (DED), and will assume other appropriate duties as assigned. The agent will create an annual plan of work and annual report of accomplishment based on the plan of work. Additional faculty reports will be required. Candidate will be expected to employ skills in effective organization and record keeping, and to respond to clients in a timely and professional manner. If candidate does not already have permanent status with the University of Florida, he or she will be expected to submit a permanent status and promotion packet no later than the 5th year of employment.

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 from an accredited college or university is required. Preferred fields are horticultural sciences, soil and water science, botany, plant pathology, entomology, or a related natural science field. A master’s degree and relevant experience are preferred. A candidate hired with a bachelor’s degree only will be expected to make significant progress towards achieving 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 and oral communication.
• Basic computer literacy includes mastery of the Windows-based Microsoft Office applications Outlook, Word, and PowerPoint (Excel and Publisher are a plus), as well as familiarity with website maintenance and use of applications for mobile devices.
• The candidate is required to manage complex, multifaceted programs and have the ability to successfully organize and motivate people.
• The candidate must be able to obtain and maintain a Florida driver’s license and must be willing to travel using personal transportation.
The candidate will be required to travel in and out of the county with occasional overnight travel, irregular hours and some weekends.

The candidate will be required to obtain a pesticide applicator's license and must have the ability to become certified as a trainer in Green Industry Best Management Practices (GI-BMP).

Employment is contingent upon the results of a criminal background screening and drug test.

Other Information
Leon County is the home of Florida’s state capital, with approximately 671 square miles and a population of almost 245,000. Though it is primarily an urban county, its comprehensive plan intends to preserve an outlying rural area of lower population density. Leon County has a large number of commercial landscape maintenance businesses and retail garden centers. There are a number of assorted horticultural operations that produce sod, trees, and other ornamentals as well as vegetable and fruit.

Application Instructions
Apply through the online UF application system at http://explore.jobs.ufl.edu/cw/en-us/job/493726, 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
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