Agriculture and Natural Resources Extension Agent I, II, or III
University of Florida/IFAS Extension at Clay County
Green Cove Springs, FL (Northeast Extension District)

Application deadline: June 10, 2016

The University of Florida/IFAS Extension and Clay County seek to fill a permanent status-accruing Agriculture and Natural Resources Extension Agent position. The successful candidate will be responsible for developing, delivering, and evaluating science-based education programs with an emphasis on pasture, livestock, and crop production; natural resource conservation; and small farms and alternative agricultural enterprises (90%). In addition, the agent will provide educational support for 4-H youth development in agricultural project areas (10%).

Duties and responsibilities
The agent will:

- Have a working knowledge of livestock and crops and experience with diagnostic skills, agricultural Best Management Practices, pest identification, and pest management.
- Develop an advisory committee to assist with identifying community needs, planning and reviewing programs, and promoting programs and accomplishments.
- Use traditional and innovative educational methods to teach target audiences new practices, procedures, techniques, and skills that will ultimately result in documentable positive behavioral and/or practice change with time.
- Provide excellent customer service for the agricultural industry through various communication modes including online, telephone, email, social media, and face-to-face contact.
- Develop and sustain partnerships with community agencies and leaders, businesses, county government, media, and the general public.
- Collaborate and provide support to local agricultural groups including Farm Bureau, Cattlemen’s Association, Soil & Water Conservation Board, and Beekeeper’s Association.
- Develop and deliver age-appropriate subject matter in support of 4-H Youth Development.
- Attend and contribute to professional meetings, in-service trainings, and actively seek out professional development opportunities.
- Create and follow a professional development plan.

The individual will be expected to attain permanent status and promotion per UF/IFAS guidelines. The successful agent will create an annual plan of work (POW) and a report of accomplishments (ROA). The agent will assume other responsibilities as assigned by the County
Extension Director or District Extension Director. As a Univ. of Florida faculty member, the agent will work to acquire grants, contracts, gifts, monetary funds and in-kind support, participate in fee-based programs for revenue enhancement, lead interdisciplinary efforts, develop creative works (e.g., presentations, fact sheets, posters, webpages), and write extension educational materials.

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**
Candidates for this position must hold a bachelor’s degree. A master’s degree and experience is preferred. Doctoral degrees will be considered. A candidate hired without a master’s degree will be expected to make significant progress towards obtaining one within 6 years of hire. Degrees may be in agriculture, animal science, plant science, agricultural education, or a closely-related field.

The agent should have:

- A track record of successfully producing project deliverables.
- Excellent written, oral, and listening communication skills.
- Strong relationship-building and people skills.
- The ability to work effectively in teams and with volunteers.
- The ability to create and maintain resource networks.
- A responsive, creative, energetic and team-oriented attitude that is used to solve local problems.
- Proficiency with social media, Microsoft Office applications, web research, and navigation.
- Familiarity with, or willingness to learn, webpage design software and online tools in educational technology.

Candidates must be able to obtain and maintain a valid Florida driver’s license. Candidates should anticipate travel in/out of the county with occasional overnight travel, irregular hours and some nights and weekend work. Employment is contingent upon completion of a background check and drug screening test.

**Additional information**
Clay County is a diverse mix of agricultural and rural communities and urban centers. The county is located in the northeast corner of the Florida peninsula, 20 miles south of Jacksonville and 30 miles west of St. Augustine. Nestled along the west bank of the St. Johns River, Clay County is quickly approaching 200,000 residents. Clay County offers an "A" rated K-12 school system, a low cost-of-living, more than 93,000 acres of parks and conservation/recreation lands, and a quality of life that is consistently rated high by residents.

**Application Instructions**
Apply through the online UF application system at http://explore.jobs.ufl.edu/cw/en-us/job/497539, 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.