Agriculture and Natural Resources Extension Agent II, III, or IV and County Extension Director
University of Florida/IFAS Extension at Bradford County
Starke, FL (Northeast Extension District)

Application deadline: March 16, 2016

The University of Florida/IFAS and Bradford County seek to fill a 12-month, permanent status-accruing position in livestock/animal science and forage production (65%) and natural resources (10%). This position also includes a small 4-H youth development component (5%) and serves as the County Extension Director (CED) for the Bradford County Extension Office (20%).

The successful candidate will plan, organize, develop, implement, teach, evaluate, and report on a science-based, well-documented extension program related to livestock (equine, beef, and small animals) and forage production. Educational programs will be carried out using methods such as meetings and workshops, on-farm demonstrations, and web-based internet communications.

Administrative duties for this position include the role of Department Head (reporting to the Bradford County Manager) and the role of County Extension Director for UF/IFAS (reporting to the Northeast District Extension Director). The CED is expected to communicate regularly with and provide updates to the Bradford Board of County Commissioners. The CED will supervise and provide program leadership to county faculty with responsibilities in Family and Consumer Sciences, 4-H Youth Development, and Environmental Horticulture and related fields. The CED also supervises two office staff.

The successful candidate must have excellent oral, written, and listening communication management, budgeting, and administrative skills. He/she must maintain effective working relationships with extension administration, county government, community leaders, private sector clientele, media, related agencies, and the general public. The successful candidate is expected to become an active member in the community.

The agent will develop and maintain an overall extension advisory committee and a program advisory committee to assess client needs and program design. This position requires the agent to work with agencies and organizations to acquire grants, cooperate in interdisciplinary projects, provide service to schools, develop creative works (presentations, posters, website development, etc.), write non-technical people-friendly publications, and participate in professional societies.
The successful candidate will occasionally assume other responsibilities that benefit the total county extension program as assigned by the Bradford County Commission and/or the Northeast District Extension Director.

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 master’s degree and 5 years of extension or related experience are required. Doctoral degrees will be considered. Degrees must be in animal science, agronomy, extension education, leadership, agricultural education, agriculture, or other closely related fields. Experience with livestock, pasture management, hay production, computer and information technology, social media and educational delivery methods are necessary. Extension faculty currently located in the UF/IFAS Extension, Bradford County office that meet Agent II, III, or IV qualifications with a minimum master’s degree are eligible to apply.

Residency in Bradford County is preferred, as it is expected that the Bradford County Livestock agent/CED will become a part of community life. The candidate must possess (or be able to obtain) a valid Florida driver’s license and must 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.

Bradford County is located southwest of Jacksonville and 25 miles north of Gainesville. The county extension office is located in the city of Starke.

**Application Instructions**

Apply through the online UF application system at [http://explore.jobs.ufl.edu/cw/en-us/job/496413](http://explore.jobs.ufl.edu/cw/en-us/job/496413), 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](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.