Extension Agent II, III or IV and County Extension Director
University of Florida/IFAS Extension at Escambia County
Cantonment, FL, (Northwest Extension District)

Application deadline: August 3, 2016

University of Florida/IFAS Extension and Escambia County seek to fill an Extension Agent position that will also serve as County Extension Director (CED). The educational program responsibilities of this agent include agriculture and community resource development. The CED is responsible for administration, supervision, coordination, evaluation, and leadership of the total Escambia County Extension program. The CED will also plan, develop, implement, and evaluate his/her own educational program in the areas of agricultural livestock production, community and economic development, and sustainable communities.

**Duties and Responsibilities**

**County Extension Director component:**
- Administer, supervise, coordinate, and lead the total Escambia County Extension Program.
- Represent UF/IFAS Extension and Escambia County to partners and clientele.
- Market all county extension programs.
- Develop and maintain working relationships with IFAS Extension Administration, community leaders, county and city governments, state and federal agencies, non-profit groups, the private sector, media, and the general public.
- Assemble and regularly consult an advisory committee to ensure that Escambia County Extension programs are important, relevant, accountable, and effective.
- Assure that each member of the county faculty maintains an extension advisory committee in his/her respective subject matter or commodity areas of responsibility.
- Collaborate with the Northwest District Extension faculty to facilitate delivery of regional extension programs.

**Extension Agent component:**
- Develop, implement, evaluate, and report on a comprehensive agriculture extension program concentrating on livestock production in cooperation with local citizens and county, regional, and state extension colleagues.
- Provide local and area-wide leadership for other areas of community development education and sustainable communities, including programs that support and assist local clientele groups and businesses.
- Target programs to achieve program balance reflective of population diversity and to
address the unique educational needs of Escambia County residents.

General component:
- Establish and maintain an effective system for extension program accountability.
- Provide leadership for the management of all program components including program policies, enrollments and records, risk management, communications, and educational materials.
- Assume other assignments and responsibilities in support of the total Extension program as assigned by the District Extension Director.
- Follow all Univ. of Florida and Escambia County policies and procedures.

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 with at least 5 years of land-grant university extension experience or equivalent is required; a Ph.D. degree is preferred. Degrees must be from an accredited college or university. Appropriate areas of study include animal science, agricultural education, or a related discipline. Programming experience in animal science, community development, and economic development is preferred. Experience with county extension office operations, budgeting and grant management, personnel management, information technology, and educational delivery methods is necessary.

The candidate must be willing to work irregular hours and weekends; occasional overnight travel is required. Must be able to obtain a Florida Driver’s license; must be willing to travel using personal transportation. Employment is contingent upon the results of a national background screening. Escambia County residency is preferred, and the CED is expected to be an active member of the community. The successful candidate may be required to pass a county drug test and background check.

**Other**
Escambia County has a fast-growing coastal urban community and a developing rural community at the north end of the county. Escambia County has a population near 311,000 people in 138,636 households in Northwest Florida. There are 96,000 acres in forest, 30,000 acres of farmland and 35 miles of white sand coast. The extension office is located in Cantonment, which is a north suburb of Pensacola, the county seat of Escambia County. The county is located at the westernmost end of the Florida panhandle. The Escambia County Board of Commissioners partners with UF/IFAS Extension to fund the Escambia County Extension program.

**Application Instructions**
Apply through the online UF application system at [http://explore.jobs.ufl.edu/cw/en-us/job/497528](http://explore.jobs.ufl.edu/cw/en-us/job/497528), 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](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/](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.*