



Position # 0001-4065
Requisition # 0902683

Agriculture and Natural Resources Extension Agent I, II, III, or IV
University of Florida/IFAS Extension at Washington County
Chipley, Florida (Northwest Extension District)

Application deadline: April 15, 2013

Duties and responsibilities

The Univ. of Florida/IFAS Agriculture and Natural Resources Extension Agent in Washington County will plan, develop, implement, teach, and evaluate programs for livestock production, commercial agronomic crop production, water quality and quantity, agri-forestry, and other areas to be determined in cooperation with the program advisory committee. The agent must have knowledge of farm management, including best management practices to improve water quality for livestock and row-crop production. Multi-county programming with extension faculty in neighboring counties and states is expected. The agent will work with other county extension faculty to provide pesticide safety training, pond management best practices, and community development programs. The agent must develop effective working relationships with producer groups, community leaders, county government, media, related agencies and the general public.

The selected candidate must design, implement, and evaluate educational programs. The incumbent will use a variety of delivery methods to meet program objectives. It is expected that the agent will seek and obtain financial resources to support his/her extension programs. He/she will adhere to all Univ. of Florida and county government policies and procedures and will provide leadership for management of all program components. Active participation in the 4-H Youth Development program is expected. As needed, the successful candidate will assume other assignments and responsibilities in support of the total extension program as assigned by the County Extension Director and District Extension Director.

The UF/IFAS Extension office at Washington County is located in Chipley, which is the county seat. The county has a population of about 25,000. The county has 462 farms with 394,000 acres of which approximately 291,000 acres is in timber and 74,000 acres is in pasture and crop land. Livestock production with 167 livestock producers dominates the current agricultural industry in the county.

Qualifications

A Bachelor's degree is required; a Master's degree is preferred. The degree may be in animal science, agronomy, extension education, agriculture, or a related field. Experience with livestock production, agronomic crops, computers, information technology, and varied educational delivery methods is necessary.

The successful candidate will be required to establish residency in Washington County, as it is expected that the agent will become a part of community life. The successful candidate must possess (or be able to obtain) and maintain a Florida driver's license, and obtain a pesticide license. Travel in and out of the county with overnight trips, irregular hours and occasional weekend work will be required. The successful candidate must pass appropriate county drug and background checks.

Application Instructions

Apply through the online UF application system at <http://jobs.ufl.edu/postings/38308> .

Please complete an online application 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.

You must apply online no later than 11:00 PM on the position closing date.

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. Official transcripts must be issued directly to our office from the institution.

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 as follows:

Faxed to the IFAS Office of Human Resources, Faculty Recruitment and Hiring,
Attention Dana LeCuyer at 352-392-3226

OR

Emailed to dlecuyer@ufl.edu

OR

Mailed to:

Ms. Dana LeCuyer
UF IFAS Human Resources
Faculty Recruitment and Hiring
P O Box 110281
Gainesville, FL 32611-0281

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. Interviews will be open to the public, and applications, resumes, and many other documents related to the search will be available for public inspection. Persons with disabilities have the right to request and receive reasonable accommodation.