

County Extension Director (CED) and Extension Agent II -
IV
University of Florida

Direct Link: <https://www.AcademicKeys.com/r?job=180395>

Downloaded On: Jun. 27, 2022 11:43am

Posted Mar. 2, 2022, set to expire Jul. 2, 2022

Job Title	County Extension Director (CED) and Extension Agent II - IV
Department	UF/IFAS Extension
Institution	University of Florida East Palatka, Florida
Date Posted	Mar. 2, 2022
Application Deadline	Mar. 25, 2022
Position Start Date	Available immediately
Job Categories	Core Faculty
Academic Field(s)	Agricultural Extension
Job Website	https://explore.jobs.ufl.edu/en-us/job/520692/county-extension-director-ced-and-extension-agent-ii-iv
Apply Online Here	https://explore.jobs.ufl.edu/en-us/job/520692/county-extension-director-ced-and-extension-agent-ii-iv
Apply By Email	
Job Description	

JOB DESCRIPTION:

The Institute of Food and Agricultural Sciences is committed to creating an environment that affirms diversity across a variety of dimensions, including ability, class, ethnicity/race, gender identity and expression. We particularly welcome applicants who can contribute to such an environment through their scholarship, teaching, mentoring, and professional service. We strongly encourage historically underrepresented groups to apply.

If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD) or visit Accessibility at UF.



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The Univ. of Florida (UF) is a Land Grant institution with core values of unique purpose, excellence, integrity, collaboration and partnership, lifelong learning, diversity, responsiveness, innovation, communication, and global reach. The Institute of Food and Agricultural Sciences (IFAS) employs more than 2,000 faculty and staff statewide. IFAS Extension employs 375 Extension Agents and has an office in each of Florida's 67 counties.

Our mission in the Florida Cooperative Extension Service is to partner with communities to provide quality, relevant education, and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We are the resource that helps educate Floridians to address issues related to agriculture, horticulture, natural resources, youth development, families, and communities.

We hire the best. Diverse views and experience make us strong. We look for people with both academic and people skills who work well in teams, honor their commitments, innovate in a rapidly changing world, and believe in inclusion and diversity. Working for Florida Cooperative Extension will allow you to make a positive impact in your community as you help shape future generations, growing your career while earning a competitive salary and great benefits.

As an Extension Agent and County Extension Director (CED), you will work jointly for UF/IFAS Extension and Putnam County. We are looking for an individual that is self-starting, energetic, and team-oriented with education and skills in human nutrition and health. As the Putnam CED, you will lead, manage, supervise, and coordinate the total county extension program while building effective working relationships with employees, extension administration, county government, community leaders, private sector clientele, media, related agencies, residents, and the general public. Your ability to build cross-organizational capacity and improve the engagement of external stakeholders and partnerships is a vital for success. A focus on strategic planning and critical thinking is important as UF/IFAS Extension and Putnam County Government evolve in response to future economic, social, and environmental trends. You will be located at the UF/IFAS Extension Putnam County office in East Palatka, FL.

What you will do in the CED role:

Supervise and evaluate county extension faculty and staff who conduct and/or support programs in all extension program areas, including, but not limited to agriculture, residential horticulture, 4-H Youth Development, family and consumer sciences (FCS), community development, local food systems, and sustainability.

Manage an overall county extension advisory committee.

Submit and defend a budget from Putnam County government to support the extension office.

Manage resources efficiently.

Build strong relationships with county administration, stakeholders, and partners.

Guide and mentor county faculty and staff, addressing personnel issues professionally and timely.

Maintain good communications with all related parties.



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Market local extension programs.

Provide civil rights and equal employment opportunity leadership in the office.

Assume other responsibilities as assigned by the UF/IFAS Central District Extension Director and the Putnam County Administrator.

What you will do in the Extension Agent role:

As human nutrition and healthy living are important in Putnam County, you will develop and implement a well-defined and integrated extension program in FCS and community development (including family and individual financial management) to meet community needs.

Work with a citizen advisory committee to analyze county situations, identify priority issues, advise on program budgets, and implement a variety of educational programs.

Create an annual Report of Accomplishment (ROA) and a Plan of Work (POW).

Participate in professional development (including in-service trainings and professional organizations) to stay current in the relevant subject matter area.

Be familiar with university and county initiatives and priorities.

Attain permanent status and promotion at appropriate intervals per UF/IFAS guidelines.

Follow all UF/IFAS Extension and Putnam County policies, as this is a joint state/county appointment.

Further information:

Prior to appointment, the successful candidate must pass a physical examination, drug screening, and background check.

The CED also serves as the Putnam County UF/IFAS Extension Services Director within Putnam County government, with other duties as assigned. Putnam County government believes its leaders are critical to their team and that full leadership capacity and community involvement is essential.

In the event of an emergency, all Putnam County employees are considered essential personnel and may be required to perform alternate duties.

Extension is a partnership between state, federal, and county governments to provide scientific knowledge and expertise to the public. As such, all partners are involved in the supervision of the office and contribute to the salary and support resources. The primary goal of Extension is to disseminate the latest knowledge and applicable technologies in agriculture, human and natural resources, and the life sciences in order to sustain and enhance the quality of human life. The UF/IFAS mission is accomplished through Extension faculty members, scientists, educators, administrative staff, and volunteers working cohesively throughout Florida's 67 counties.

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. Are you a good match? Apply



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today!

EXPECTED SALARY:

Commensurate with Education and Experience

MINIMUM REQUIREMENTS:

What you will bring (required):

A master's degree in human nutrition, public health, human sciences, or a related field from an accredited college or university.

At least 5 years of professional extension experience or equivalent.

Previous leadership and experience in team and project management.

Experience marketing extension or equivalent educational programs.

Experience obtaining extramural funding.

Strong interpersonal skills and ability to work effectively in teams and with volunteers.

A responsive, creative, energetic, and team-centered approach to solve problems.

Excellent written and oral communication skills.

Knowledge and competency in information technology.

Excellent organizational skills and good record-keeping techniques.

A strong commitment to customer service and the Inclusion, Diversity, Equity, and Access (IDEA) guidelines of UF/IFAS Extension.

Experience with budgeting and grant management, personnel management, educational program delivery, and program evaluation methodology.

Ability to motivate, train, and recruit faculty, staff, and volunteers.

Ability to possess or be able to obtain a valid Florida Driver's License.

Ability to work a flexible schedule and to work irregular hours and some weekends.

Ability to travel with a personal transportation in/out of the county with occasional overnight travel.

PREFERRED QUALIFICATIONS:



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What you will bring (preferred):

Expertise in human nutrition, health and wellness education, and community development and educational programming experience in one or more of those disciplines.

Ability to obtain Accredited Financial Counselor (ACR) designation.

Outstanding management skills (coach, mentor, motivator, etc.).

Leadership and problem-solving skills.

A strong commitment to community.

Familiarity working in political settings.

Experience creating a vision and getting buy-in from others.

Experience working in multicultural settings and with underserved audiences.

Technological literacy necessary for communication and program management, including social media.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Apply at <https://explore.jobs.ufl.edu/en-us/job/520692> by 11:55 p.m. (Eastern) of the posting end date, and attach:

Cover letter that describes how your experience and qualifications have prepared you for this position
Résumé; or Curriculum vitae

Unofficial copies of all transcripts (showing coursework) of your academic degrees

The following documents are also required and may either be submitted through the above link at the time of application, or sent separately to our office (below).

Current and Previous Employment Form (located at <https://hr.ifas.ufl.edu/resources/form-index/current-and-previous-employment-form/>).

A minimum of 3 reference rating forms (located at http://hr.ifas.ufl.edu/assets/pdf/forms/ref_form.pdf) from your professional/academic references. Reference forms will be kept on file for 1 year and will be automatically used with any of our extension agent positions you apply for during that time. Applicants are responsible for sending the rating form link to their references.

Reference rating forms and unofficial transcripts not submitted at the time of application should be submitted/postmarked by the next business day after the position's closing date. They may be



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submitted to:UF IFAS Human ResourcesFaculty Recruitment and HiringP O Box 110281Gainesville,
FL 32611-0281

ifasrecruitment@ifas.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 University of Florida is An Equal Employment Opportunity Institution. If an accommodation due to a disability is needed to apply for this position, please call 352/392-2477 or the Florida Relay System at 800/955-8771 (TDD). Hiring is contingent upon eligibility to work in the US. Searches are conducted in accordance with Florida's Sunshine Law.

HEALTH ASSESSMENT REQUIRED:

Yes

ADVERTISED:25 Feb 2022 Eastern Standard TimeAPPLICATIONS CLOSE:25 Mar 2022 Eastern Daylight Time

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Ms. Dana LeCuyer
Uf/Ifas Hr



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