

## County Extension Director & Extension Agent II - IV University of Florida

Direct Link: <https://www.AcademicKeys.com/r?job=243538>

Downloaded On: Aug. 30, 2024 8:22pm

Posted Aug. 22, 2024, set to expire Sep. 20, 2024

<b>Job Title</b>	County Extension Director & Extension Agent II - IV
<b>Department</b>	UF/IFAS Extension
<b>Institution</b>	University of Florida Homestead, Florida
<b>Date Posted</b>	Aug. 22, 2024
<b>Application Deadline</b>	Sep. 20, 2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Core Faculty
<b>Academic Field(s)</b>	Agricultural Extension
<b>Job Website</b>	<a href="https://explore.jobs.ufl.edu/en-us/job/532842">https://explore.jobs.ufl.edu/en-us/job/532842</a>
<b>Apply Online Here</b>	<a href="https://explore.jobs.ufl.edu/en-us/job/532842">https://explore.jobs.ufl.edu/en-us/job/532842</a>
<b>Apply By Email</b>	

### Job Description

#### Job Description:

#### You Belong at a University that's Leading the Way

The University of Florida (UF), the flagship university for the state of Florida, is a land grant institution with core values of unique purpose, excellence, integrity, collaboration and partnership, lifelong learning, responsiveness, innovation, communication, and global reach.

The [Institute of Food and Agricultural Sciences](#) is creating an environment that affirms community across all dimensions. We particularly welcome applicants who can contribute to such an environment

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through their scholarship, teaching, mentoring, and professional service. 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](#) .

### **The Opportunity**

We are looking for candidates with academic and people skills who work well in teams, honor their commitments, and innovate in a rapidly changing world. As a County Extension Director (CED) and Extension Agent, you will work jointly for UF/IFAS Extension and Miami-Dade County Parks, Recreation, and Open Spaces Department. As the CED and Extension agent, you will provide leadership and support for administering and supervising the total extension program within Miami-Dade County. Your guidance will be informed by an advisory committee that addresses the diverse needs of the county's population, aiming to enhance community capacity through effective leadership.

### **As County Extension Director, the candidate will be able to:**

- Lead, supervise, mentor, and evaluate county faculty and staff.
- Work closely with county extension personnel concerning staff relationships, morale, budgets and compensation, professional development, and performance evaluations.
- Foster an inclusive environment and build effective relationships with stakeholders, county government, community leaders, private sector clientele, media, government agencies, county residents, and UF/IFAS faculty, staff, and extension administration.
- Assemble and regularly consult an overall advisory committee reflective of county demographics and stakeholders to ensure that all county extension programs are important and relevant and effectively advocate for community extension.
- Assure that each county faculty member maintains an extension advisory committee in his/her respective subject matter and areas of responsibility.
- Provide strong and positive leadership to faculty to develop and implement educational programs.
- Prepare and defend the annual county budget that supports the Miami-Dade County Extension Service offices and oversee, review, and approve expenditures for the department.
- Demonstrate resourcefulness, creativity, enthusiasm, collaboration, leadership, and innovation to strengthen current educational programs while reviewing and implementing new policies, evaluating performance, maintaining records, assessing risks, communicating, marketing effectively across multi-media platforms, managing financial resources, directing strategic planning, and creating educational materials and opportunities for Miami-Dade County.
- Collaborate with local growers and UF/IFAS Research Center faculty to help design, conduct, and evaluate studies (including demonstration trials) that assess agriculture and natural

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resources in Miami-Dade County.

### **Further Information:**

UF/IFAS employs more than 2,000 faculty and staff statewide. UF/IFAS Extension is a partnership between state, federal, and county governments to provide quality, relevant education, and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We employ 375 Extension Agents and have an office in each of Florida's 67 counties. We attribute our success to a workforce that embraces the contributions of people of all backgrounds and ability levels. The Extension Agent will contribute to a community that provides space for innovation, creativity, collaboration, growth, and development for all.

[Miami-Dade County](#), with a population of over 2.6 million, is located on the southern tip of the Florida peninsula. The main Extension office is located in [Homestead](#), approximately 1 mile from the UF/IFAS [Tropical Research and Education Center](#). There are also three satellite offices in Hialeah, Miami Lakes, and Virginia Key. Miami-Dade County Extension is part of the Southeast Extension District made up of twelve counties and the Seminole Tribe.

UF/IFAS Miami-Dade County Extension partners with [Miami-Dade County Parks, Recreation and Open Spaces](#). It is the third largest county park system in the United States, consisting of more than 285 parks and 40,000+ acres of parks and natural areas, comprised of active, passive parklands and nature preserves. It is one of the most unique park and recreation systems in the world and focused on placemaking, health and fitness, and conservation and stewardship.

Employment is contingent on the results of a physical examination, a substance screening, and a national background screening.

In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties at the county or district level.

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 today!](#)

### **Expected Salary:**

Commensurate with Education and Experience

### **Minimum Requirements:**

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- A master's degree in agriculture, natural resources, family and consumer sciences, community development, educational administration, other behavioral sciences, or a related field.
- Attained Permanent Status, Tenure, or equivalent with at least 5 years of professional extension experience.
- Evidence of administrative leadership, managerial skills, and the ability to work with administrators, faculty, and government personnel.
- Self-starting, energetic, and team-oriented.
- Strong interpersonal, communication, and leadership skills.
- Resourcefulness, creativity, enthusiasm, and innovativeness.
- Good organizational development and management skills.
- Ability to establish solid partnerships and work in teams.
- Ability to use information technology and apply social media to extension work.
- A commitment to positive and proactive customer service.
- Expertise in managing competing priorities and adaptability to handle unexpected situations.
- Candidates must also have a commitment to [UF core values](#).

Candidates must have the ability to possess (or be able to obtain within two months of hire) a Florida driver's license, be able to work flexible hours, and have the willingness to occasionally work long and irregular hours, including evenings, weekends, and overnight travel.

### **Preferred Qualifications:**

- A doctoral degree is preferred.
- Expertise in getting groups to work together for a higher goal, managing competing priorities, and adaptability to handle unexpected situations is a plus for this role.
- Excellent written and oral communication skills and knowledge of extension program development processes, including working with advisory committees, leadership development, and program evaluation.
- A strong commitment to the community.
- Familiarity working in political settings.
- Experience creating a vision and getting buy-in from others.
- Evidence of exceptional collaborations, partnerships, and marketing with community agencies and groups.
- Experience working in multicultural settings; bilingual English/Spanish is a plus.
- Technological literacy necessary for communication and program management, including social media.

### **Special Instructions to Applicants:**

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Apply at [Careers at UF](#) 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](#)
- A minimum of 3 [reference rating forms](#) from your professional/academic references. **Applicants are responsible for sending the rating form link to their 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.

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 submitted to:

UF IFAS Human Resources

Faculty Recruitment and Hiring

P O Box 110281

Gainesville, FL 32611-0281

[ifas-hr@ifas.ufl.edu](mailto:ifas-hr@ifas.ufl.edu)

Fax: (352) 392-3226

Selected candidate will be required to provide an 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 \(NACES\)](#).



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Hiring is contingent upon eligibility to work in the US. The University of Florida is a public institution and subject to all requirements under Florida Sunshine and Public Record laws

The University of Florida is an Equal Employment Opportunity Employer. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status in all aspects of employment including recruitment, hiring, promotion, transfers, discipline, terminations, wage and salary administration, benefits, and training. The University and greater Gainesville community enjoy a variety of cultural events, restaurants, year-round outdoor recreational activities, and social opportunities.

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](#).

Health Assessment Required: Yes

**Advertised:** 21 Aug 2024 Eastern Daylight Time

**Applications close:** 20 Sep 2024 Eastern Daylight Time

### **EEO/AA Policy**

The University of Florida is an Equal Employment Opportunity Employer. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status in all aspects of employment including recruitment, hiring, promotion, transfers, discipline, terminations, wage and salary administration, benefits, and training. The University and greater Gainesville community enjoy a variety of cultural events, restaurants, year-round outdoor recreational activities, and social opportunities.

### **Contact Information**



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

**Contact** UF IFAS HR Faculty Recruitment and Hiring  
Uf/Ifas Hr  
University of Florida  
PO Box 110281  
Gainesville, FL 32611-0281

**Fax Number** 352-392-3226  
**Contact E-mail** ifas-hr@ifas.ufl.edu