

County Extension Director & Extension Agent III or IV -  
Natural Resources  
University of Florida

Direct Link: <https://www.AcademicKeys.com/r?job=249801>

Downloaded On: Dec. 4, 2024 2:19pm

Posted Dec. 2, 2024, set to expire Apr. 3, 2025

<b>Job Title</b>	County Extension Director & Extension Agent III or IV - Natural Resources
<b>Department</b>	UF/IFAS Extension
<b>Institution</b>	University of Florida Kissimmee, Florida
<b>Date Posted</b>	Dec. 2, 2024
<b>Application Deadline</b>	Dec. 10, 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/534049">https://explore.jobs.ufl.edu/en-us/job/534049</a>
<b>Apply Online Here</b>	<a href="https://explore.jobs.ufl.edu/en-us/job/534049">https://explore.jobs.ufl.edu/en-us/job/534049</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Job Description:

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 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](#) .

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

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The University of Florida (UF) is a Land Grant Institution with core values of unique purpose, excellence, integrity, collaboration and partnership, lifelong learning, responsiveness, innovation, communication, and global reach.

We hire the best. Varied views and experiences make us strong. We look for candidates with both academic and people skills who work well in teams, honor their commitments, innovate in a rapidly changing world, and believe in opportunity for all. 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 excellent benefits.

### **The Opportunity**

As the Extension Agent and County Extension Director (CED) (minimum 50% of your time), you will work jointly for UF/IFAS Extension and Osceola County. We are looking for an individual who is a self-starting, energetic, and team-oriented leader. Your extension programming will cover natural resources. In addition, at least 5% of your time will be devoted to 4-H Youth Development.

As the CED, you will lead, manage, supervise, coordinate, and report on the total Osceola County Extension program (nine County Extension Faculty including yourself and ten staff members). You will demonstrate excellent customer service and you will respond to client needs in a timely and professional manner. Your office will be located at the Osceola County Extension Office in Kissimmee.

### **What you will do:**

- Build and maintain effective relationships with various stakeholders, including county government, community leaders, private sector clients, media, and UF/IFAS faculty and staff.
- Facilitate and oversee the professional development of faculty and staff within the Osceola County Extension Office.
- Manage the business side of the Extension Office, including financial and compliance issues.
- Familiarity with budgeting and cost-reduction methods including but not limited to deferred maintenance, vehicles, and personnel.
- Organize and conduct regular faculty development workshops, training sessions, and seminars to enhance the skills and knowledge of Extension personnel.
- Foster a culture of continuous improvement, innovation, and learning within the office.
- Coordinate support of Osceola County Extension Team during emergencies in support of the Osceola County Emergency Operations Center.
- Develop and execute a strategic plan to promote Extension's success.
- Support staff in setting short-term and long-term goals for their roles and professional

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development.

- Encourage open communication and feedback during check-in meetings to address concerns and make necessary adjustments.
- Maintain an advisory committee representing the county's demographics and advocating for Extension in the community.
- Plan, teach, and evaluate natural resources educational programs tailored to Osceola County's population.
- Use resourcefulness, creativity, enthusiasm, and innovation to enhance existing educational programs.
- Assess program responsibilities locally based on community needs.
- Maintain an effective program advisory committee with appropriate community representation.
- Utilize computer technology and social media for communication, teaching, and program management.
- Secure financial resources to support Extension programs and the Osceola County office.
- Adhere to University of Florida and Osceola County government policies and procedures.
- Develop an annual plan of work and report of accomplishment.
- Collaborate with UF/IFAS Extension administration to ensure compliance with annual review procedures and reporting.
- Market the overall Extension program to access target audiences and those underrepresented.
- Ability to develop, deliver, and evaluate Extension programming that produce impactful outcomes based on community needs.
- Assume other responsibilities as assigned by the District Extension Director.

**Further information:**

This is not a remote work position.

Osceola County, located in Central Florida along the I-4 corridor, adjacent to Orlando, is a dynamic region balancing rapid growth with its rich agricultural heritage. Known for its natural beauty, varied population, and thriving tourism economy, it combines ecological richness with residential and commercial development. The UF/IFAS Extension Osceola County team supports this vibrant community with research-based education and programming tailored to meet local needs.

UF/IFAS employs more than 2,000 faculty and staff statewide. We employ 375 Extension Agents and have an office in each of Florida's 67 counties. UF/IFAS Extension is a partnership between state, federal, and county governments with a mission to provide quality, relevant education, and research-

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based expertise to foster healthy people, a healthy environment, and a healthy economy. 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.

Employment is contingent on the results of a national background check and drug screening.

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

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.

Expected Salary:

Commensurate with Education and Experience

Minimum Requirements:

- A master's degree in natural resources, environmental science, soil science, or a closely related field from an accredited college or university.
- Attained permanent status, tenure, or equivalent with at least 10 years of professional Extension experience or equivalent.
- Strong interpersonal and communication skills.
- A commitment to customer service.
- Ability to possess (or be able to obtain) a Florida driver's license.
- Flexibility with working hours, including occasional long and irregular hours, evenings, weekends, and overnight travel.
- Candidates must also have a commitment to [UF core values](#).

Preferred Qualifications:

- Previous experience as a County Extension Director (CED) or equivalent.
- Proficiency in managing office operations, budgeting, and overseeing grant management.
- A steadfast dedication to advancing education and providing leadership in county-level initiatives.
- Hands-on experience in Extension education and effectively collaborating with a variety of groups.
- Technological literacy for communication and program management.
- Exceptional talent in people management, encompassing coaching, mentoring, motivation, and more.

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- Strong leadership abilities coupled with adept problem-solving skills.
- Familiarity with navigating political landscapes.
- Experience creating a vision and garnering support from others.
- Evidence of exceptional collaborations, partnerships, and marketing with a variety of audiences including minority groups, community leaders, agencies, media, and the general public.
- Previous experience with natural resources conservation, preservation, nature-based solutions to real world problems, and/or ecosystem services and their conservation.
- Problem-solving ability.
- Ability to lead and facilitate difficult conversations and diverse personalities.
- Effective written and spoken communications including impact reports, appraisals, and evaluations.
- Ability to lead volunteers and/or facilitate open-communication between numerous personalities and motivations.
- Previous experience with emergency activations and personnel management before, during and after a disaster.

Special Instructions to Applicants:

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:



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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 \(NACES\)](#).

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:**26 Nov 2024 Eastern Standard Time

**Applications close:**10 Dec 2024 Eastern Standard Time



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**EEO/AA Policy**

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**Contact Information**

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

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

**Fax Number** 3523923226

**Contact E-mail** ifas-hr@ifas.ufl.edu