



Position # 0001-3983

Requisition # 504801

**Environmental Horticulture Extension Agent I, II, or III
University of Florida/IFAS Extension at Monroe County
Key West, FL (Southeast Extension District)**

Application Deadline: 17 October 2017

Position Summary

University of Florida/IFAS Extension and Monroe County seek to fill a 12-month, permanent status-accruing Environmental Horticulture Agent position. The successful candidate will develop, promote, implement, teach, evaluate, and report on horticulture educational programs designed to assist residents, businesses, and municipalities in maintaining their landscapes in a resource-efficient and environmentally sensitive manner. This agent is responsible for providing supervision and leadership for horticulture-related educational programs through the trained volunteer efforts of UF/IFAS Master Gardeners. The agent will be expected to teach the most effective strategies to adopt Florida-Friendly Landscaping (FFL) principles to protect water quality, water conservation, landscaping and sea level rise and other related topics. All county agents are expected to explore opportunities to supplement state and county fiscal support for extension programming.

The agent must develop effective working relationships with homeowners, volunteers, advisory committee members, community leaders, media, related state and local agencies, and the general public. The successful candidate will be innovative, creative, and willing to adapt to a dynamic work environment. The agent will be expected to work with other county extension faculty in the Southeast Extension District, other horticulture agents, extension specialists, and researchers located at the Tropical Research and Education Center in Homestead and the Fort Lauderdale Research and Education Center, other centers in central and south Florida, and the main University of Florida campus in Gainesville. All extension agents also devote at least 5% of their extension programming to youth development that will require Monroe County School District screening. The agent will also assume other responsibilities as assigned by the Monroe County Extension Director and the Southeast District Extension Director in support of the total cooperative extension effort in Monroe County.

Position Focus

- Provide training for new Master Gardener volunteers and continuing education for experienced Master Gardeners.
- Teach environmentally friendly practices, proper fertilizer application and responsible use, FFL horticultural Best Management Practices for water resource protection, and pest management (including insect, mite, disease and weed management).
- Market the extension program through multi-media platforms.
- Develop, conduct, coordinate, evaluate, and report on educational programs for local audiences.
- Maintain and participate in an advisory committee to solicit input for program priorities and objectives meeting the needs of designated clientele.
- Develop local expertise in the horticulture education program.
- Develop community partnerships.

- Assist with youth development horticulture education programs.

Qualifications

This position requires a bachelor's degree from an accredited college or university in plant science, horticultural science, or a closely related field. A master's degree is preferred. If hired with a bachelor's degree only, at least 50% progress towards obtaining a master's degree is expected within 6 years of employment. Experience recruiting, training, and supervising volunteers is preferred.

Candidates must possess excellent verbal and written communication skills, including the ability to deliver public presentations, to produce publications and other materials used in extension programming, and to work effectively with diverse groups. Experience working in multicultural settings and coursework/training on multicultural topics are also desirable. Knowledge of and experience with technologies that could be used to support and deliver educational programs is desirable. Candidates must be supportive of the mission of the land-grant system. Candidates must also have a commitment to UF/IFAS core values of excellence, diversity, global involvement, and accountability. The agent is expected to attain promotion and permanent status per state faculty guidelines.

The successful candidate will follow all University of Florida and Monroe County policies and procedures and will report to the County Extension Director and the Southeast District Extension Director. The successful candidate will be a faculty member of the University of Florida/IFAS. The office location for this position is in Key West, FL.

The agent must be willing to work irregular hours, evenings and weekends. Occasional overnight travel is required, as well as travel with personal transportation. Upon employment, the successful candidate must be able to obtain and maintain a valid Florida driver's license.

Other Information

Monroe County (<http://www.monroecounty-fl.gov/>), is the southernmost county in Florida and the United States. It is made up of the Florida Keys and portions of the Everglades National Park and Big Cypress National Preserve. The Florida Keys with its string of islands are connected by U.S. Highway 1, which ends in Key West, 150 miles southwest of Miami. The Extension offices (<http://monroe.ifas.ufl.edu/>) are located in Key Largo and Key West.

FOR INFORMATIONAL PURPOSES ONLY: 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.

Application Instructions

Apply through the online UF application system at <http://explore.jobs.ufl.edu/cw/en-us/job/504801> , 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. Application must be submitted by 11:55 p.m. (Eastern) of the posting end 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.

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 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/> .

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.