

COUNTY EXTENSION DIRECTOR

CODES/PAY RANGE

Class Code: 4425

EEO Code: A

Pay Range: 700 (*Salary set by UF*)

MAJOR FUNCTION

Highly responsible professional and administrative work in directing the County Agriculture Extension Service. The Director is a faculty member of the University of Florida.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, directs, and coordinates the County Agriculture Extension Program, personnel, and administrative matters. Supervises staff personnel and recommends staff members for employment. Provides leadership and guidance to extension personnel.

Responsible for developing the County Agriculture Extension budget and to see that appropriate funds are used in accordance with the budget laws, and statutes. Provides procedures for the fiscal administration of the budget within the department. Responsible for the development of program documents and reports, including work plans and commission reports.

Maintains liaison with local representatives of the University of Florida and the USDA. Assures that all facilities, office space, furnishings and equipment are provided for the extension staff.

Serves on various boards and commissions as appointed. Provides leadership to committees and boards relating to the Extension Service Program. Responsible for planning and conducting educational programs in the agricultural fields not assigned to other agents. Promotes conservation and proper development of natural resources with farmers and others. Keeps producers and citizens of the County advised of extension service programs and services.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the laws relating to the Extension Service programs.

Ability to assign and supervise activities of professional and clerical personnel. Ability to express oneself clearly and concisely, orally and in writing.

(County Extension Director continued)

MINIMUM QUALIFICATIONS

Master's Degree from an accredited four (4) year college or university in Agriculture or a related field. Considerable experience in extension service work, preferably with some experience at a supervisory level.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, hear, talk.

Mental Demands: Ability to read and comprehend technical , scientific and legal documents, manuals, journals; memos, instructions, manuals. financial report, policies, procedures, business letters, and summaries. Ability to speak clearly and concisely relating information, details and procedures to layman; public speaking; conversant in theory and practices of discipline. Ability to perform general mathematical functions. Ability to analyze and resolve problems. Ability to analyze data and develop conclusions.

Environmental Demands: Inside work.

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