

EXTENSION AGENT

CODES/PAY RANGE

Class Code: 4410

EEO Code: B

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

MAJOR FUNCTION

Professional educational work in consulting and advising homeowners, farmers, and groups on problems, methods, and techniques. Extension Agents are faculty members at the University of Florida. The Extension Agent may be assigned to a specific program or function in general extension areas.

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.)

Provides leadership in planning and carrying out educational programs in a specific extension program, such as agriculture fields, marine environment, water related topics, etc. Plans and carries out educational methods that will secure the adoption of scientific and technical information developed through research by the University of Florida, U.S. Department of Agriculture and industry.

Calls upon farmers, growers, nurserymen, and other groups to discuss general or specific agricultural management problems and suggests practical remedies. Responsible for a specific phase of the extension program.

Maintains contact with citizens, governmental personnel, commercial and developmental interests in the uses of the marine environment and water related topics.

Works with clubs to instruct in the principles of the area of specialization and advises on specific vocational project problems.

Edits bulletins and leaflets in specialty fields for distribution to homeowners, growers, ranchers, and farmers. Presents educational information by utilizing the radio, newspapers, and television, and through speaking engagements, office visits, telephone calls, meetings, and home visits.

Performs related work as required.

(Extension Agent continued)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the specific extension program assigned. Knowledge of the uses of specialized agricultural machinery and equipment.

Ability to instruct in the area of specialization. Ability to observe and analyze problems, prepare reports and make constructive recommendations for solutions of the problems. Ability to organize and guide committees and organizations. Ability to express oneself clearly and concisely orally and in writing. Ability to organize and present demonstrations of new techniques in the area of specialization. Ability to establish and maintain effective working relationships with business people, groups, and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four (4) year college or university with a degree in a field related to the area of specialization. Experience in the field of specialization.

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

ADA REQUIREMENTS

Physical Demands: Sedentary to heavy work depending of area of assignment. Ability to see, talk. May require ability to hear, taste, lift, carry, grasp, feel, handle, walk, stand, reach.

Environmental Demands: Inside and outside work depending on area of assignment. May require exposure to inclement weather (heat, cold, rain, humidity), sand, dust, odors, animal excrement, uneven/undeveloped terrain, chemicals.

Mental Demands: Ability to read and comprehend professional, technical and scientific journals, instructions and manuals; safety instructions; procedures, policies, letters, memos. Ability to write technical reports, memos, summaries, evaluations, letters. Ability to perform general mathematical functions. Ability to speak publicly; conversant in theory and practices of discipline. Ability to identify and resolve problems.

Revised 10/94