

COUNTY EXTENSION DIRECTOR

MAJOR FUNCTION

This is highly responsible management and administrative work in planning, organizing and directing the activities of the Marion County Extension Service.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Supervises faculty and staff. Directs the planning, scheduling, and coordination of all agricultural programs, works with citizens groups to develop programs. Develops policy to meet facility needs, improve programs and processes, and maintain physical plant. Conduct performance evaluations, making decisions related to promotions, recognition, discipline, demotion, hiring, and termination, oversees employee time and attendance process.
- Prepares and monitors budget. Prepares special reports.
- Responsible for short and long term planning for department programs. Teach citizens proper fertilizer/pest control applications.
- Plans and conducts programs related to the following areas:
 - fertilizer/pest control
 - commercial agriculture
 - natural resources
 - tree care and removal
- Oversees urban horticulture program in development of Master Gardner Program and urban horticulture education.
- Organizes volunteer programs, including recruiting, training, evaluation and recognition of volunteers.
- Prepares weekly newspaper column.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned shift.

SECONDARY FUNCTIONS

- Performs other tasks as required.

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CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Direct supervision over a relatively small number of employees and indirect supervision of a moderate size staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

Master Degree or equivalent.

Licenses.

Valid Florida Driver License, and a State of Florida pesticide applicator license.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and ability required.

Language Skills

- Ability to read, analyze, and interpret common scientific and technical journals, and financial reports.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to Practical situations.

Problem Solving Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, programs, continually.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary, accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities

- Technical understanding of plants and animals.
- Public speaking ability.
- Must be well organized and able to manage several projects concurrently. Ability to meet multiple deadlines.
- Ability to work with youth and adults.
- Proficient in written communications.
- Ability to maintain effective working relationship with employees, departments, University of Florida, IFAS, public officials, community and civic groups, and the general public.
- Ability to plan, implement, and coordinate technical and administrative programs.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

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PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, and lift up to fifty pounds; will regularly be required to sit, talk or hear; and will frequently be required to use finger, handle, or feel. Special vision requirements are close, distance, and color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to work in outdoor weather conditions, and extreme cold. The typical noise level for this environment is moderate.

Established: 10/99

Pay Grade: 99

Job Description Number: 1051

Category: 1

Status: Exempt

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