

EXTENSION AGENT - LIVESTOCK

MAJOR FUNCTIONS

This is a professional position providing educational programs for Livestock producers to include diagnostic plant and animal services, marketing and business plan development. The agent consults with livestock producers to apply University of Florida research data to solve farm production problems. Tasks include helping develop, improve and maintain agricultural production practices as they relate to livestock and pasture management.

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.

- Assists potential Livestock Producers by providing options for alternative livestock farm business pursuits.
- Develops, implements, evaluates, and reports on educational programs related to equine production, beef cattle production, small farms/alternative agriculture, and 4-H/Youth livestock educational programs.
- Obtains research based information from the university system and presents it in a usable form to Marion County residents.
- Includes preparation of newsletters, support materials, and evaluation tools.
- Develops and works with citizen advisory groups to plan and coordinate programs and events related to livestock education. Recruits volunteers and solicits monetary and in-kind donations in support of programs.
- Assists producers in troubleshooting problems and arriving at a solution.
- Develops and administers survey instruments to demonstrate practice change among program participants.
- Pursues grant funding and in-kind monies to assist in program delivery.
- Maintains rotational programmatic advisory committee.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned shift.

EXTENSION AGENT - LIVESTOCK <u>CUSTOMER SERVICE</u>
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- 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

This position has no direct supervision responsibility.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience. Masters Degree is preferred. Bachelors Degree required. Significant progress must be made toward a Masters Degree within five (5) years. Must have a degree in dairy/animal science or closely related field.

Licenses.

Valid Florida Driver 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.
- 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 in calculating pasture maintenance needs, feed requirements of animals, and crop management for fertilizer.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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Problem Solving Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- May participate in development of policy, programs, plans, or procedures.
- Studies manual work process to determine most effective methods as essential tasks.
- Develops own programs with handouts and may influence state programs.
- Develops plans, specifications, programs continually.
- Functions independently as an expert in rules policy, analysis accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities

- Knowledge of animal, plant, and pest identification. Knowledge of soil profiles.
- Knowledge of teaching techniques.
- Ability to use computers to enter and retrieve data.
- Organizational skills.
- Ability to communicate courteously and effectively orally and in writing.
- 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.
- Must understand concepts related to cattle & equine industry – markets, cattle feed & finish pricing. Must be able to share concepts with producers to achieve optimum weaning weights and optimize production. Must have knowledge of pasture management, weeds & control, soils & stocking rates and forages

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as livestock scales and audiovisual equipment, in the completion of the tasks of the position.

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PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to sit, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and lift more than 100 pounds; will regularly be required to stand, walk, reach with hands and arms, and lift up to 100 pounds; and will frequently be required to use hands to finger, handle or feel, talk or hear, and to lift up to 25 pounds. Vision requirements are close, distance, color and peripheral 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 wet or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock; and will regularly be required to work in outdoor weather conditions. The typical noise level for this environment is loud however, a small portion of time is spent in loud noise environments.

Established: 10/99
Pay Grade: 99
Job Description Number: 2066-003

Category: 2
Status: Exempt
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