



Position #00029272
Requisition #528910

Title: Urban Horticulture State Specialized Extension Agent or Program Extension Agent II, III, or IV and Florida-Friendly Landscaping Program Coordinator

Location: Center for Land Use Efficiency
University of Florida/IFAS Extension
Gainesville, FL

Funding: 100% state

Application deadline: November 10, 2023

Application link: <https://explore.jobs.ufl.edu/en-us/job/528910>

The [Institute of Food and Agricultural Sciences](#) is creating an environment that affirms community across all dimensions. We particularly welcome applicants who can contribute to such an environment through their scholarship, teaching, mentoring, and professional service. If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD) or visit [Accessibility at UF](#) .

University of Florida/IFAS Extension and the [Center for Land Use Efficiency \(CLUE\)](#) seek to fill a 12-month Urban Horticulture State Specialized Agent (SSA) position based at the UF campus in Gainesville. This SSA will serve as the statewide UF/IFAS Extension [Florida-Friendly Landscaping™](#) (FFL) Program Coordinator. We are seeking an innovative and visionary individual to oversee and advance a progressive Florida-Friendly Landscaping program.

The Florida-Friendly Landscaping program goal is to educate Floridians about the relationship between their landscaping choices and the environmental impacts of those choices. By doing so, the program uses science-based landscape practice education to reduce non-point source pollution from landscapes. The FFL program coordinator maintains the integrity and quality of the FFL program statewide across 67 counties, most having an FFL agent. Specific responsibilities are to ensure that all project areas have the educational materials that are necessary to carry out the FFL mission, advise and participate in the regional training of county

faculty, advisors and volunteers, and offer programmatic support wherever and whenever it might be necessary. In addition, responsibilities include developing regional partnerships with other organizations that have a common interest in the well-being of Florida's environment and water quality that could translate into a possible funding relationship for the FFL program.

Please note: The Program Extension Agent track indicates the position is non-permanent status accruing in the Florida Cooperative Extension Service (FCES). The Extension Agent track includes permanent status as part of the position.

Duties and Responsibilities of the SSA

- Manage the Florida Department of Environmental Protection (FDEP) grant that funds the state FFL staff and program activities including budget, fiscal responsibility and timely reporting.
- Responsible for the development and implementation of all the research, extension and educational activities associated with the FFL statewide program. The FFL program brings research and educational programs to landscape professionals, homeowners, businesses, community associations and other government agencies, to demonstrate best management practices (BMPs) for Florida landscapes. The incumbent will work with fertilizer researchers, extension specialists, and county faculty and community leaders in program implementation, marketing and evaluation of the program.
- Develop, maintain, and work with an advisory committee to identify and prioritize educational and programmatic needs.
- Work with county faculty to write grants for statewide research and extension funding of the FFL program. Work with counties that do not have an FFL program to provide service as appropriate.
- Facilitate and assist with collaborative applied research projects.
- Serve as project team leader for extramural grant and contract funding, sponsorships, and partnerships that support the FFL program.
- Oversees Green Industries Best Management Practices (GI-BMP) training program coordinator for creating, organizing and implementing this training and for coordinating the necessary regular in-service trainings to keep these applicators and instructors current with UF/IFAS recommendations and state laws.
- Oversees Florida Yards and Neighborhoods (FYN) coordinator in the development of FFL program/curriculum materials and coordinate, develop and implement youth curriculum, demonstration gardens, Florida School Yards and FFL Landscape Recognition programs as required, and update FFL literature.
- Oversees the Florida Friendly Communities (FFC) coordinator which implements the FFL program with builders, developers, local governments and homeowner associations.
- Oversees or delegates supervision to other FFL Program staff including a Program Manager, IT Architect, IT Coordinator, GI-BMP Coordinators, GI-BMP Program Training Specialist and Assistant.
- Work with CLUE faculty and staff including programs such as Master Gardener Volunteer, Sustainable Floridians, and H2OSAV to ensure consistent messaging of FFL

throughout. Also work with other UF/IFAS units and faculty and external stakeholders to ensure consistent FFL messaging.

- Provide information, training and mentoring for extension agents in support of FFL education programs throughout the state including onboarding new agents.
- Provide proactive leadership in program development, including:
 - Developing and disseminating educational materials and curriculum to advance the FFL program;
 - Developing and implementing innovative methods of training delivery such as online modules to facilitate statewide and regional usage;
 - Supporting county extension faculty (particularly FFL agents) in the state; and
 - Partnering with state specialists to deliver professional development for extension faculty.
- Assist CLUE staff as well as the FFL program with horticultural writing and editing.

The SSA will develop and execute a plan of work, follow a sound programming process (e.g., a logic model with SMART objectives and measurable outcomes and impacts), use appropriate and varied program delivery methods, provide evidence of positive practice change by target audiences, report program accomplishments, outcomes, and impacts, and communicate program success across the state to a variety of audiences. Scholarly output such as Extension educational materials and applied research that lead to measurable impacts is expected. The SSA will keep up with current information technology, communication, and program delivery trends including information delivery through websites and social media. The successful candidate must demonstrate the ability to develop good media relations, work cooperatively as a leader and team member, and work independently with minimal supervision.

Required Qualifications

- A master's degree from an accredited college or university in sustainability within the built environment, urban and regional planning, landscape architecture, environmental sciences, horticulture, or a related field.
- At least 5 years of extension education experience or equivalent.
- Management of grants and contracts to meet deliverable requirements while maintaining fiscal responsibility.
- Employee supervisory and management experience.
- Knowledge and experience in the use and application of information technology and communications applications.
- Proficiency with web-based social media.
- Willingness to work nights and weekends, and travel overnight on occasion.
- Ability to maintain a Florida driver's license and travel using personal transportation for work-related duties.
- Candidates must also have a commitment to [UF core values](#) of excellence, discovery & innovation, inclusion, freedom & civility, community, and stewardship.

Preferred Qualifications

- A Ph.D. from an accredited college or university in sustainability within the built environment, urban and regional planning, landscape architecture, environmental sciences, horticulture, or related field.
- At least three years' experience working in or with the FFL program.
- Proficiency with grant writing or other skills necessary to acquire extramural funding for the FFL program.
- Experience with stakeholder relationships and conflict management and resolution.

Application Instructions

Apply at [Careers at UF](#) by 11:55 p.m. (Eastern) of the posting end date, and attach:

- Cover letter that describes how your experience and qualifications have prepared you for this position
- Résumé or Curriculum vitae
- Unofficial copies of all transcripts (showing coursework) of your academic degrees

The following documents are also required and may either be submitted through the above link at the time of application, or sent separately to our office (below).

- [Current and Previous Employment Form](#)
- A minimum of 3 [reference rating forms](#) from your professional/academic references. Applicants are responsible for sending the rating form link to their references.
 - Reference forms will be kept on file for 1 year and will be automatically used with any of our extension agent positions you apply for during that time.

Reference rating forms and unofficial transcripts not submitted at the time of application should be submitted/postmarked by the next business day after the position's closing date. They may be submitted to:

UF IFAS Human Resources
Faculty Recruitment and Hiring
P O Box 110281
Gainesville, FL 32611-0281
ifasrecruitment@ifas.ufl.edu
Fax: (352) 392-3226

Selected candidate will be required to provide an 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 \(NACES\)](#).

Hiring is contingent upon eligibility to work in the US. The University of Florida is a public institution and subject to all requirements under Florida Sunshine and Public Record laws.

The [University of Florida](#) is an Equal Opportunity Institution. The University and greater Gainesville community enjoy a diversity of cultural events, restaurants, year-round outdoor recreational activities, and social opportunities.