

EXTENSION SERVICES PROGRAM COORDINATOR

Job Code	Pay Grade
14920	CL17

Nature of Work

This is professional work with designated supervisory responsibility in the development and coordination of extension education programs with specific emphasis on the education centers within Brooker Creek and Weedon Island Preserves. Employees in this class are responsible for coordinating the public outreach education programs within the County Extension Division of the Parks & Conservation Resources Department. Employees in this class manage and operate the statewide extension educational programs concerning the Preserves. Employees in this class are responsible for managing and implementing educational programs and providing guidance to departmental staff concerning Extension Services program areas. Evening and occasional weekend work may be required. Duties include a high degree of public contact and entail making independent work decisions based on experience and knowledge of departmental operations. The position reports to the Extension Services Director.

Minimum Qualification Requirements

- Must provide personal properly licensed and insured automobile transportation for the performance of fieldwork; AND
- 6 years experience in science, biology, chemistry, horticulture, life sciences, natural resources, family/consumer sciences, urban sustainability, marine sciences, or related field; or
- Bachelor's degree in education, science, biology, chemistry, horticulture, life sciences, natural resources, family and consumer sciences, urban sustainability, marine sciences, or related field and 2 years of experience that includes team leader experience, supervision or supervisory training; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position and area of assignment.

Illustrative Tasks (These are examples and are not all inclusive.)

- Manages the coordination and implementation of extension education programs and activities for Brooker Creek Preserve and Weedon Island Preserve.
- Coordinates, plans, promotes, schedules, and conducts educational programs through presentations before various groups at a professional level.
- Assists the Extension Services Director with administrative functions concerning budget, program funding, partner organizations, and various operational agreements.
- Develops budgets and monitors expenditures for Brooker Creek Preserve and Weedon Island Preserve.
- Serves as liaison between the University of Florida specialists, Pinellas County Extension Services, and the public.
- Serves as department contact concerning functions and management of the Preserves.
- Provides in-house training concerning the use of internet, podcasts, blogs, and forums to further promote distance learning modules via the internet and advanced technology.
- Manages and supervises Extension Services staff dealing with the public.
- Prepares, creates, writes, and distributes bulletins, leaflets, newsletters and other written information to the public.
- Prepares, creates, and writes advanced level correspondence in response to written and verbal questions.
- Serves as committee leader on various coalitions and committees with other community agencies.
- Supervises the activities of volunteer personnel as needed within the section or department.
- Performs related work as assigned or required.

EXTENSION SERVICES PROGRAM COORDINATOR (continued)

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Knowledge, Skills, and Abilities

- Knowledge of pertinent laws, rules, regulations, policies and procedures relating to the County Extension Division.
- Knowledge of county extension programs or related programs, curricula and materials.
- Knowledge of modern techniques, methods, procedures, principles, and practices of all phases of personnel, finance, and business administration, as applied in an organization.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of modern office equipment, practices and procedures.
- Knowledge of educational methodologies and ability to provide information correctly and concisely, orally and in writing.
- Skill in public speaking and/or dealing with the public.
- Skill in mass media techniques such as the various aspects of the internet, video educational presentations, powerpoint presentations, radio interviews, etc.
- Ability to formulate and present ideas and topics clearly and concisely in written, oral or graphic form.
- Ability to work evenings, as necessary.
- Ability to relate courteously and effectively with the general public and others.
- Ability to make independent sound judgments.

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Created	EEOC Code	Overtime Code
3/13	Professionals	Classified