

## EXTENSION SPECIALIST

Job Code	Pay Grade
14922	CL14

### Nature of Work

This is highly skilled specialized work providing public outreach education in various programs within the County Extension Division of the Parks & Conservation Resources Department. Program areas may include distance education, horticulture, youth development, natural resources, urban sustainability, marine sciences or family and consumer sciences. Depending on area of assignment, employees in this class may be responsible for the administration of specific program areas, coordinating, planning, implementing, and evaluating educational programs and/or providing advice and guidance to the public in such areas as nutrition and health, financial management, consumer issues, horticulture, marine sciences, natural resource conservation, youth development and sustainability. Evening and occasional weekend work may be required. Employees in this class may supervise or provide lead work for employees and/or volunteers. Duties include a high degree of public contact and entail making independent work decisions based on experience and knowledge of departmental operations.

### Minimum Qualification Requirements

- Must provide personal properly licensed and insured automobile transportation for the performance of fieldwork; AND
- 4 years experience in youth development/education, biology, horticulture, life sciences, natural resources, family/consumer sciences, urban sustainability, marine sciences, or related field; or
- Bachelor's degree in education, biology, horticulture, life sciences, natural resources, family and consumer sciences, urban sustainability, marine sciences or related field; 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.)

- Coordinates and implements educational programs and activities.
- Identifies, recruits, and trains target audiences.
- Assists in educating youth and adult volunteers to assist with program implementation.
- Develops resource materials such as visuals, demonstration supplies, and literature.
- Plans, presents and evaluates various County Extension programs.
- Assists the public over the telephone and in person by answering questions relating to extension services, issues and concerns dealing in all specific programs within County Extension.
- Prepares, creates, writes, and distributes bulletins, leaflets, newsletters and other written information to the public.
- Advises the public on proper techniques of planting, growing, pruning and maintaining trees and plants.
- Prepares, creates, and writes routine correspondence in response to written and verbal questions.
- Researches, creates, and writes news releases and newsletters and gathers resource materials such as visuals, demonstration supplies and literature as required.
- Serves on various coalitions and committees with other community agencies.
- Performs related work as assigned or required.

## EXTENSION SPECIALIST (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 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, power point presentations, radio interviews, etc.
- Ability to formulate and present ideas and topics clearly and concisely in written, oral or graphic form.
- Ability to apply computer applications and software.
- Ability to work evenings, as necessary.
- Ability to relate courteously and effectively with the general public and others.
- Ability to make independent sound judgments.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Professionals	Classified