

EXTENSION SPECIALIST, SENIOR

Job Code	Pay Grade
14924	CL15

Nature of Work

This is highly specialized work with designated supervisory responsibility in the operation of extension education programs. Employees in this class are responsible for supervising the public outreach education programs within the County Extension Division of the Parks & Conservation Resources Department. Employees in this class assist in the management and operation of a variety of statewide extension educational programs within Distance Education and Horticulture. Employees in this class are responsible for supervising, coordinating, planning, implementing and evaluating educational programs and/or providing advice and guidance to the public in the Distance Education and Horticulture 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 a supervisor or designee.

Minimum Qualification Requirements

- Must provide personal properly licensed and insured automobile transportation for the performance of fieldwork; AND
- 6 years experience in distance 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 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.)

- Supervises the coordination and implementation of distance education and horticultural education programs and activities.
- Plans, promotes, schedules, and conducts educational programs through presentations before various groups at an advanced level.
- Serves as liaison between the University of Florida specialists and Pinellas County Extension.
- 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.
- Supervises horticulture staff dealing with the public.
- 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 advanced level 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 as committee leaders 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 SPECIALIST, SENIOR (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, 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
10/08	Technicians	Classified