

# HORTICULTURE EXTENSION AGENT

Job Code	Pay Grade
14926	P3

## Nature of Work

This is professional work implementing and presenting the Cooperative Extension Service Horticulture Program and Environmental Landscape Management Program. An employee in this classification plans and presents educational programs and demonstrations in commercial horticulture based on the needs of the local citizenry. The employee is also an adjunct faculty member of the University of Florida. Responsibility includes developing and setting up various projects, data collection and recording and serving as a teaching resource for both homeowners and commercial maintenance personnel including county park maintenance workers. Work is performed within established policies; however, assignments are performed with independence requiring the exercise of sound judgment and initiative. State of Florida supervision is received from the District Agent.

## Minimum Qualification Requirements

- Bachelor's degree with major coursework in horticulture, physical, natural or biological sciences or related field plus 3 years work experience within the State of Florida in horticulture, environmental management or a directly related field plus candidate must provide personal transportation for the performance of assigned field work; 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.
- This is a temporary position depending entirely on grant monies. The length of employment may be 1 to 2 years.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Develops, implements, and conducts a proactive educational program in commercial horticulture or environmental landscape management to include the growing of turf grass, implementing turf grass clipping demonstrations, mowing, irrigation, fertilization, pesticide safety and usage, conservation of water and energy, reduction of surface and groundwater pollution and preservation or restoration and maintenance of natural shorelines.
- Conducts evaluation studies and tracking of the results of educational programs to both adult and youth audiences.
- Responds to problems in commercial agriculture or commercial horticulture programs, which include monthly, annual and special reports; writing horticulture-related newsletters; assisting with 4-H agriculture programs.
- Selects and applies methods for carrying out the program(s) and presenting educational information including exhibits, weekly news articles, letters, radio, TV, newspaper, special county-wide events; participates in interviews with news media and speaking engagements.
- Calls upon wholesale and retail nurseries, golf course managers, commercial properties and other groups to discuss horticultural and related management problems and suggest practical remedies.
- Edits bulletins and leaflets in specialty fields for distribution to homeowners and commercial growers.
- May supervise clerical support personnel.
- Coordinates training for neighborhood volunteers.
- Writes and implements the neighborhood environmental plans in consultation with the assessment team.
- Performs related work as assigned or required.

## HORTICULTURE EXTENSION AGENT (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of commercial horticulture principles, practices, methods and techniques.
- Knowledge of the uses of special horticultural machinery and equipment.
- Knowledge of research resources and methods.
- Knowledge of pertinent laws, rules, regulations, policies and procedures relating to the Cooperative Extension Program.
- Knowledge of computer practices, procedures and equipment.
- Knowledge of modern office practices, procedures and equipment.
- Skill in mass media techniques and video presentations such as newspaper writing and TV educational presentations.
- Skill in strong oral and written communications.
- Ability to prepare concise, clear and comprehensive reports.
- Ability to apply computer applications and software.
- Ability to develop and implement commercial horticulture educational programs.
- Ability to establish and maintain effective working relationships with clientele, superiors and the general public.
- Ability to speak before groups, conduct demonstrations and tours.

For official use only

Revised	EEOC Code	Overtime Code
11/09	Professionals	Exempt