



Extension Specialist, Senior

Category: Classified
Pay Grade: C23
Job Code: 14924

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly specialized work with designated supervisory responsibility in the operation of extension education programs; supervises the public outreach education programs within the County Extension Division of the Parks & Conservation Resources Department; assists in the management and operation of a variety of statewide extension educational programs within Distance Education and Horticulture; supervises, coordinates, plans, implements, and evaluates educational programs and/or provides advice and guidance to the public in the Distance Education and Horticulture program areas.

ESSENTIAL JOB FUNCTIONS (examples, 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

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

Special Qualifications (May be required depending on area of assignment):

- 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 knowledge, skills, abilities, and credentials required for a specific position.

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 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.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.