



## **Extension Specialist**

**Category:** Classified  
**Pay Grade:** C21  
**Job Code:** 14922

*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 skilled specialized work providing public outreach education in various programs within the County Extension Division of the Parks & Conservation Resources Department; may handle distance education, horticulture, youth development, natural resources, urban sustainability, marine sciences, or family and consumer sciences; 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.

### **ESSENTIAL JOB FUNCTIONS (examples, 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 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 four (4) years of experience in youth development/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; 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.