



## **Horticultural Extension Agent**

**Category:** Exempt  
**Pay Grade:** E20  
**Job Code:** 14926

*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 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.

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

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree with major coursework in horticulture, physical, natural or biological sciences or related field plus three (3) years of 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.

**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.
- 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.

**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.

**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:

- 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.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- 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.

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**WORKING CONDITIONS**

Work is performed in an environment with decisions that could lead to major community or organizational consequences if the appropriate decision is not made at the time.