



MONTANA
STATE UNIVERSITY

EXTENSION

Position
Announcement

MSU Extension Personnel

309 Culbertson Hall
P.O. Box 172230
Bozeman, MT 59717-2230
Tel (406) 994-1752
<http://www.msuextension.org>

Title: **Butte-Silver Bow County Extension Agent ~ Horticulture & 4-H Youth Development, Fulltime (1.0 FTE)**

Position # 03-09

Location: **Butte, Montana**

Start Date: September 1, 2009 (negotiable)

County Profile: Located in southwestern Montana near the Continental Divide, Silver Bow County has a population of 34,600. The majority of the population lives in or near Butte, the county seat. The major industries for the County include mining, utilities, and manufacturing. Butte's medical facilities include St. James Healthcare, one of Montana's largest comprehensive hospitals. As one of the two Interstate Highway hubs (I-15 & I-90) in Montana, Butte is easily accessible from other major cities in Montana. Rich in history, Butte has many attractions, including Our Lady of the Rockies monument, the Granite Mountain Memorial, the Motherlode Theater and numerous museums. Butte's uptown district is listed as a National Historic Landmark. Silver Bow County's recreational activities include skiing, fishing, boating, rock climbing, hiking, snowmobiling, golfing, camping and hunting. Butte is conveniently located near blue ribbon trout fishing, and Glacier and Yellowstone National Parks. The Silver Bow Extension program has 140 4-H members and 20 4-H adult leaders in 4 organized clubs.

General Position Responsibilities: The primary focus of this position will be home horticulture and small acreage landowner education and assistance. Secondary responsibilities include leadership of the 4-H Youth Development program and supervision of 4-H volunteers. Tertiary responsibilities may include limited assistance to clientele with family and consumer sciences, production agriculture and community development related needs. Additionally this position functions as the chair for Silver Bow County MSU Extension Office, administers office related county fiscal matters and supervises two halftime administrative assistants. The Butte-Silver Bow Extension Agent also collaborates with and provides office support to the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) Extension Agent and nutrition educator.

Specific Position Responsibilities:

1. Develop, plan, implement, instruct, facilitate and evaluate educational programs in consumer horticulture with some attention to nursery and garden center enterprises.
2. Build and maintain cooperative working relationships with community and county boards, agencies and organizations.
3. Plan, implement, instruct, facilitate and evaluate educational programs in 4-H youth development.
4. Administer volunteer youth and leaders, including recruiting, training, supervising and recognizing volunteers.
5. Facilitate educational programming in the family and consumer sciences area, production agriculture, weeds and community development.
6. Cooperate and collaborate with area Extension agents and with Extension specialists to conduct effective, integrated educational programming.
7. Work with Butte-Silver Bow Fair board to plan the Silver Bow County Fair.
8. Assure compliance with civil rights and affirmative action policies.
9. Comply with all Extension federal, state, university and county reporting requirements.
10. Utilize all available media sources, including electronic mail, the Internet and other advancing technologies, to communicate with MSU Extension personnel and to disseminate information to clientele.
11. Position requires considerable in- and out-of- county travel.

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Required Qualifications:

1. Bachelor's Degree
2. Degree or relevant work experience in horticulture or related field.
3. Success in providing innovative and effective leadership to educational programming relating to consumer horticulture.
4. Experience accepting and delegating responsibilities.
5. Experience managing multiple and varied tasks.
6. Effective written communication skills.
7. Experience working effectively with individuals and groups.
8. Experience working as a self-starter and working with little or no supervision.
9. Knowledge, skills and experience in the use of computers for educational programming and management.

Preferred Qualifications:

1. Master's Degree
2. Substantial and relevant work experience.
3. Experience or knowledge of high altitude horticulture.
4. Experience in consensus building, group facilitation and conflict resolution.

The successful candidate will possess excellent human relations skills, including effective oral communication abilities; evidence of good judgment; flexibility and innovativeness in order to respond to the changing needs of people in Butte-Silver Bow County. The successful candidate will also have a familiarity with multi-cultural and different socioeconomic audiences, an interest in working with people from diverse backgrounds, and a commitment to the principles of Equal Opportunity, Affirmative Action, and diversity/pluralism.

Conditions & Benefits: This appointment includes participation in TIAA-CREF, coverage for health and life insurance, Social Security, Workers' Compensation and Unemployment Compensation. MSU may conduct a criminal history records check on any applicant. The University will not employ persons whose criminal and employment history suggests they may pose a significant risk to youth, faculty, staff or university property.

General Information: This position is administratively responsible to Steve Siegelin, Western Region Department Head, through the hiring authority of the Vice Provost and Director of MSU Extension. For further information regarding this position, please contact:

Steve Siegelin, Western Region Department Head and Search Chair

Phone: 406.579.7694 or Email: siegelin@montana.edu

Application Procedure: Screening of applications will begin on **July 27, 2009** and continue until a suitable candidate is found. To apply, submit the following:

- A. Letter of application addressing each listed qualification in detail;
- B. Current résumé;
- C. Names, addresses and phone numbers for five professional references;
- D. Transcripts of all academic work (copies acceptable);
- E. Criminal information sheet (available in the "Careers in Extension" section of msuextension.org); and
- F. Advertising track form (available in the "Careers in Extension" section of msuextension.org);

Submission of items A, B and C in electronic form is encouraged (Word, WordPerfect or PDF). A signed letter of application must also be sent by mail in order to assure receipt of original signature. Send files as attachments to JULIA.HEARD@montana.edu.

Paper documents may be sent to:

Julia Heard, MSU Extension Personnel, 309 Culbertson Hall
PO Box 172230
Bozeman, MT 59717-2230
406-994-1752

ADA/EO/AA/VETERAN'S PREFERENCE: In compliance with the Montana Veteran's Employment Preference Act, MSU provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. MSU makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. To claim veteran's preference or request accommodation, contact Human Resources/Affirmative Action, Hamilton Hall, MSU, Bozeman MT 59717-2430; 406-994-2042. MSU's Affirmative Action Non-Discrimination Policy and Procedures are on the Web at www2.montana.edu/policy/affirmative_action/.

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