



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: LIBERTY COUNTY EXTENSION AGENT – Full time (1.0 FTE)

POSITION # 14 - 09

LOCATION: Chester, Montana

START DATE: January 15, 2010 (negotiable)

COUNTY PROFILE: Liberty County, a small rural community located in north central Montana, covers 1,458 square miles and has a population of approximately 2,100. Recreation opportunities are abundant with the Sweet Grass Hills in the northern part of the county and Tiber Dam/Lake Elwell in the southern part of the county. The county seat, Chester, has a population of approximately 900. Chester is also the site of a hospital with attached nursing home, a recently built assisted living facility and a retirement apartment complex. The hospital is staffed by three doctors and one physician's assistant. Other towns and communities in Liberty County include Joplin, Lothair and Whittlash. Both Chester and Joplin have abundant, inexpensive, quality housing. Liberty County has virtually no crime and quality schools. Ninety-seven percent of Liberty County's economy is supported by agriculture. The average farm size is 3,474 acres with winter wheat, spring wheat and barley being the predominate crops. The county ranks sixth in the state for the production of spring wheat. The county also has about 22,500 acres of hay production which is primarily fed to resident herds of beef cattle. The 4-H program consists of 25 members in two clubs with 20 volunteer leaders.

GENERAL INFORMATION: The primary job emphasis of the Liberty County Extension Agent will be in the areas of **Agriculture, Natural Resources and 4-H/Youth Development**. Secondary emphases will be the facilitation of educational programming in the areas of Family and Consumer Sciences and Community/Economic Development. In addition to the Extension Agent, the Liberty County Extension Office is staffed by one full-time administrative assistant.

SPECIFIC POSITION RESPONSIBILITIES:

1. Plan, implement, teach, facilitate and evaluate educational programs in agriculture, with emphases on dry land and irrigated crop production, integrated pest management, livestock production, weed control, farm management, range management, pesticide education and horticulture.
2. Provide leadership in 4-H/Youth Development for innovative program development and coordination, volunteer leadership recruitment, training, recognition, and general program evaluation.
3. Respond to home pest and horticulture questions.
4. Work collaboratively with county and community based natural resource organizations and agencies, such as the Liberty County Weed Board.
5. Collaborate with surrounding Extension Agents for the implementation of the four county Marias Fair which also includes the Blackfeet Native American Indian Reservation.
6. Coordinate with appropriate agencies, communities, organizations and boards to provide leadership and facilitation to them in the issue areas of community/economic development.
7. Develop and maintain an effective system for stakeholder advisory input.
8. Cooperate and collaborate with area Extension agents and with Extension specialists to conduct effective, integrated educational programming.
9. Utilize electronic mail, the Internet and other advancing technology to communicate with MSU Extension staff and others and to research topics for clientele.
10. Possess or obtain a Pesticide Applicator's Certification License and a Montana Driver's License, or have other means of reliable transportation.
11. Comply with all Extension federal, state, university and county reporting requirements.
12. Assure compliance with civil rights and affirmative action policies.
13. In addition to regular day time office hours, this position requires frequent night and weekend work, extensive reading, frequent travel throughout the county, occasional travel throughout the state of Montana, and travel to and from programs with adult and youth participants. The position also requires using a variety of teaching methods, and handling and operating a variety of demonstration and educational equipment.

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Making a difference in Montana

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree.
2. Demonstrated ability to lead groups, plan, implement, facilitate, teach and evaluate educational programs.
3. Demonstrated ability to work with little or no supervision.
4. Computer literacy as demonstrated by evidence of computer use in program development, delivery and/or management.
5. Demonstrated ability to work effectively with groups and individuals.
6. Demonstrated ability to work effectively with youth and adults.

PREFERRED QUALIFICATIONS:

1. Master's Degree.
2. At least one degree (either Bachelor's or Master's degree) in agriculture or a closely related agricultural field.
3. Training or experience in crops, livestock, farm management and weed management.
4. Knowledge of or experience in 4-H or other youth development programs.
5. Facilitation and mediation experience or training.
6. Training and/or experience in budget development and management.

The successful candidate will possess excellent human relations skills, the ability to work effectively with other staff members, and evidence of good judgment, flexibility and innovativeness in order to respond to the changing needs of the people in Liberty County, and will be able to communicate effectively, both verbally and in writing. 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 diversity.

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/or employment history suggests they may pose a significant risk to youth, faculty, staff or university property.

GENERAL INFORMATION: This position is administratively responsible to Dave Phillips, Central Regional Department Head, through the hiring authority of the Vice Provost and Director of Extension. For further specific information regarding the position responsibilities, please contact

Dave Phillips, Central Region Department Head
52583 US Hwy 87
Moccasin, MT 59462

Phone: (406) 423-5421
Cell: (406) 366-2750
Email: dphillips@montana.edu

APPLICATION PROCEDURE: Screening of applications will begin on **December 10, 2009**, and will continue until a suitable candidate is found. To apply, submit the following:

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

Submission of items 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 an original signature. Send files as attachments to julia.heard@montana.edu.

Paper Documents may be sent to
Julie Heard, MSU Extension Personnel, 309 Culbertson Hall
P.O. 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/.