



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: **Valley County Extension Agent ~ Agriculture & 4-H Youth Development, Fulltime (1.0 FTE)**

Position # 09-10

Location: **Glasgow, Montana**

Start Date: December 1, 2009 (negotiable)

COUNTY PROFILE: Located in northeastern Montana, Valley County is bordered on the north by Canada and on the south by Fort Peck Dam and the Missouri River. The county is dissected east to west by the Milk River. The population of Valley County is 6,892 with the largest population center being Glasgow with a population of 2,921. A portion of the Fort Peck Indian Reservation is located in eastern Valley County. The approximate land area of the county is 4,921 square miles. Primary agricultural enterprises in the county include range cow/calf and stocker operations, dryland wheat, oilseeds, legumes, and irrigated corn and alfalfa in the Milk River Valley. The Valley County 4-H program has 145 youth members and 78 adult leaders in 10 organized clubs. The Glasgow school system features elementary, middle, and high schools. K through 12 education is also available in the communities of Opheim, Nashua, Hinsdale, Frazer, and Lustre. Glasgow features a modern state of the art hospital with numerous visiting specialists. Recreational opportunities abound in Valley County. Fort Peck Dam, located along the county's southern border, is a world class fishery that offers healthy populations of numerous fish species. Camping, hiking, and water sports opportunities are also available in the area near Fort Peck Dam. The Charles M. Russell National Wildlife Refuge offers outstanding big game hunting and wildlife viewing opportunities. Pheasant hunting is also popular. The city of Glasgow offers numerous recreational opportunities including a golf course and a recreation complex that features a swimming pool, racquetball court, tennis, and physical fitness equipment. The Fort Peck Theatre in the community of Fort Peck offers theatrical productions through the summer. Agriculture is the number one industry and employer in Valley County; the railroad, medical facility, and school system also provide significant employment. The Valley County Fair usually occurs in late July or early August and features night shows, a carnival, rodeo, 4-H and open class exhibits, and numerous other attractions.

GENERAL INFORMATION: The main emphases of the Valley County Extension Agent position will be in the areas of **Agriculture, 4-H, and Home Horticulture**. The office also has a full time 4-H/Family and Consumer Science Agent, 2 part time Administrative Assistants, and a full time Weed District Coordinator.

SPECIFIC POSITION RESPONSIBILITIES:

1. Plan, implement and evaluate educational programs in agriculture, including livestock production, irrigated and dryland crop production, farm and ranch financial management, noxious weed management, range management, pest management, and pesticide training.
2. In cooperation with the other agent, provide support, including leadership, planning and innovation to the 4-H youth development program.
3. Plan, implement and evaluate educational programs in horticulture.
4. Network closely with policy makers, producer groups, government agencies and others in order to assess needs and guide local program priorities.
5. Serve as an ex-officio member of the fair board and various other agency and community committees and boards relating to agriculture, youth development, and community development.
6. Cooperate with other Extension staff, government agencies, and civic groups in implementing, maintaining, and evaluating a balanced interdisciplinary Extension program.
7. Involve local officials and community citizens in determining needs, identifying major issues, and assisting in presenting/facilitating programs.
8. Utilize all available media sources, including electronic mail, the Internet, and other advancing technology, to communicate with MSU Extension staff and others, and to disseminate information to county clientele.
9. Must possess or be able to obtain a Government Pesticide Applicator's License and a Montana Drivers License, or have other means of reliable transportation.
10. Comply with all Extension federal, state, university, and county reporting requirements.
11. Assure compliance with civil rights and affirmative action policies.
12. 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. Position also requires using a variety of teaching methods, and handling and operating a variety of demonstration and educational equipment.

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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. Masters Degree.
2. At least one degree (either Bachelor's or Master's degree) in agriculture or other closely related field.
3. Experience in livestock production, irrigated and dryland crop production, farm management, and weed and pest management.
4. Knowledge of or experience in 4-H or other youth related programs.
5. Knowledge of or experience in home horticulture.
6. Facilitation and mediation experience or training.
7. Training and/or experience in budget development and management.

The successful candidate will possess excellent human relations skills, evidence of good judgment, flexibility and innovativeness in order to respond to the changing needs of the people in Valley County; and the ability to communicate effectively, both verbally and in writing. The successful candidate will also have 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 employment history suggests they may pose a significant risk to youth, faculty, staff or university property.**

GENERAL INFORMATION: This position is administratively responsible to Larry Brence, Eastern Region Department Head, through the hiring authority of the Vice Provost and Director of Extension. For further specific information regarding the position responsibilities, please contact:

Larry Brence	Phone: (406) 874-8236
Eastern Region Department Head	Cell: (406) 951-0366
243 Fort Keogh Rd.	Email: lbrence@montana.edu
Miles City, MT 59301	

Application Procedure: Screening of applications will begin on October 15, 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 résumé;
- C. Names, addresses and phone numbers for three professional references;
- D. Transcripts of all academic work (copies acceptable);
- E. Criminal information sheet; and
- F. Advertising track form

Submission of items A, B and C in electronic form is encouraged (Word, WordPerfect or PDF), but 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

Julie Heard, MSU Extension Personnel, 309 Culbertson Hall	Phone: 406-994-1752
PO Box 172230	Fax: 406-994-1756
Bozeman, MT 59717-2230	

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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