



## MSU Extension Personnel

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

Title: **Judith Basin County Extension Agent - Full-time**  
Position # **04 -12**  
Location: **Stanford, MT**  
Date Available: **May 1, 2012** (negotiable)

**COUNTY PROFILE:** Located in Central Montana, Judith Basin County encompasses 1,870 square miles and has a population of approximately 2,100. The principal communities include Hobson, the county seat of Stanford, and Geysler, in addition to other smaller communities. The economy of Judith Basin County is based on agriculture. The major components of this industry include livestock, small grains, and forage production. According to Montana Agricultural Statistics, the county ranks 2<sup>nd</sup> in alfalfa production, 7<sup>th</sup> in other hay production, 7<sup>th</sup> in sheep inventory, 11<sup>th</sup> in winter wheat production, and 17<sup>th</sup> in barley. Judith Basin County is also among the top beef cattle producing counties in the state with over 70,000 cows and calves.

The MSU Central Agricultural Research Center is located on the east end of the county near Moccasin. There is one Hutterite Colony in the county, located just west of Stanford. The Judith Basin 4-H program consists of over 80 enrolled members and 23 leaders in three organized clubs. Recreational opportunities include hiking, hunting, fishing, camping, and snowmobiling. In addition, Stanford is located approximately an hour away from a major ski area. The county contains 295,000 acres of the Lewis and Clark National Forest, and is surrounded by the Little Belt, Snowy, Highwood, and Judith Mountain ranges. Many of the famous paintings by western artist Charlie Russell were inspired by the landscape in this basin, and the stretch of Highway 87 that runs through the county between Great Falls and Lewistown is known as the Charlie Russell Trail.

**GENERAL INFORMATION:** The main focus of the Judith Basin County Extension Agent will be in the areas of agriculture and 4-H youth development. The agent will also serve as an informational resource and an educational program facilitator for diverse constituent needs, including natural resources, community and economic development, and family and consumer sciences. The Judith Basin County Extension Agent supervises an administrative assistant, manages the Extension Office and serves as the Office Chair.

### POSITION RESPONSIBILITIES:

- Plan, implement, teach, facilitate and evaluate educational programs in agriculture, with emphases on livestock production, forage production, range management, dry land crop production, integrated pest management, weed control, farm management and pesticide education.
- Provide leadership for the 4-H program which includes program development, program coordination, leadership development for youth and adults, and evaluation.
- Respond to home pest and horticulture questions.
- Assist groups and individuals in providing family and consumer sciences and adult educational programming as needed.
- Serve as an ex-officio member of the Judith Basin County Weed Board, Fair Board, 4-H Council, Judith Basin County Stockgrowers and the County Emergency Board (FSA). As necessary, meet with the Conservation District Board to collaborate on programs.
- Coordinate, facilitate and develop with agencies, communities, organizations and boards involved in community development.
- Maintain an active Extension Advisory Council.
- Cooperate and collaborate with area Extension agents and with Extension specialists to conduct effective, integrated educational programming.
- Collaborate with area weed management organizations and weed districts to provide weed management education.
- Utilize electronic mail, the Internet and other advancing technology to communicate with MSU Extension staff and others, and to research topics for clientele.
- Possess or obtain a Pesticide Applicator's Certification License and complete other certifications as appropriate.
- Possess or obtain a valid Montana Driver's License or have access to other reliable transportation.
- Comply with all Extension federal, state, university and county reporting requirements.

Judith Basin, page 2

- Administer the Montana Noxious Weed Seed Free Forage program in the county
- Assure compliance with civil rights and affirmative action policies.
- 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.

**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 animal or range science, agronomy or a closely related agricultural field.
3. Experience in livestock, crops, livestock, farm management and weed management.
4. Facilitation and mediation experience or training.
5. 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 Judith Basin County, and will be able 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.

**Additional Requirement:** In accordance with MSU policy, hiring will be conditional upon successful completion of a pre-employment background check.

**CONDITIONS & BENEFITS:** This appointment includes participation in TIAA-CREF, coverage for health and life insurance, Social Security, Workers' Compensation and Unemployment Compensation.

**GENERAL INFORMATION:** This position is administratively responsible to Dave Phillips, Central Regional Department Head, through the hiring authority of the Vice President for External Affairs 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](mailto:dphillips@montana.edu)

**APPLICATION PROCEDURE:** To apply, submit (a) letter of application addressing, in detail, each qualification listed for position; (b) current resume; (c) names, addresses and phone numbers of five professional references; (d) transcripts of all academic work (copies are acceptable); and (e) criminal information sheet and advertising tracking form located on website <http://msuextension.org> to:

Julie Heard, Personnel Officer  
MSU Extension Service  
P.O. Box 172230  
Bozeman, MT 59717-2230

Phone (406) 994-1752  
FAX (406) 994-1756  
E-mail: [julia.heard@montana.edu](mailto:julia.heard@montana.edu)

**Application Deadline:** Screening of applications begins March 19, 2012, and will continue until a suitable candidate is found.

**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/](http://www2.montana.edu/policy/affirmative_action/).

*Montana State University is committed to continually supporting, promoting and building an inclusive and culturally diverse campus environment and strongly encourages applications from female and minority candidates.*

**Making a difference in Montana**

MSU Extension is an ADA/EO/AA/Veteran's Preference Employer and Provider of Educational Outreach.