



MONTANA
STATE UNIVERSITY

EXTENSION

Position
Announcement

MSU Extension Personnel

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

Title: **Ravalli County Extension Agent, fulltime**

Position # **07-11**

Location: Hamilton, MT

Date Available: March 1, 2012 (negotiable)

County Profile: Ravalli County, located in Western Montana, is in the growing Bitter Root Valley of 40,000 people. Employment in the county is transitioning from traditional farming, ranching, logging and government service to construction, recreation, and rural living. Land usage is transitioning from large acreage operations to smaller rural residences and irrigated farms; approximately 75% of the county is in public ownership. A significant number of workers commute to Missoula for employment. Two growing medical research facilities are located in the Hamilton area; one is a federally owned facility with 250 employees and the other is an international pharmaceutical firm with 275 local employees. The largest employer in the county is government and the hospital in Hamilton is the largest private employer. There are seven school districts and six towns in the valley.

General Position Responsibilities: The primary focus of this position is to plan, implement and evaluate educational programs serving all landowner types with emphases on traditional and emerging agriculture enterprises including: horticulture, agronomy, or livestock enterprises. Topical efforts may address crop, weed, pasture, plant nutrition, animal nutrition, feed, manure or water management. The audiences for these emphases are commercial ranchers and farmers and small acreage producers. This position will also plan, implement and evaluate educational programs serving small acreage landowners and homeowners with emphases on horticulture, pest, horse, pasture, hay or livestock management. The secondary foci are to provide assistance to the 4-H Youth Development program and provide leadership for the delivery and coordination of MSU Extension (MSUE) community development programs in Ravalli County.

Position Responsibilities:

1. Assess the needs of the county's residents to effectively plan, implement and evaluate educational programs.
2. Assist groups and individuals in identifying entrepreneurial opportunities to improve their economic position in the county.
3. Involve citizens through an advisory process to identify priorities and direction for MSU Extension in Ravalli County in cooperation with other county faculty.
4. Assist and educate home and landowners in making ecologically sound land management decisions.
5. Plan and implement the Private Applicator (Re)Certification Program for private, restricted-use pesticide applicators. Must possess or be able to obtain a Government Pesticide Applicator's License.
6. Cooperate and collaborate with area Extension agents and Extension specialists to do effective, integrated educational programming.
7. Assure compliance with civil rights and affirmative action policies.
8. Comply with all federal, state, university and county reporting requirements.
9. Utilize all appropriate media sources to communicate with MSU Extension personnel and others, and to disseminate information to clientele.
10. 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 attendees.

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Required Qualifications:

- Bachelor's degree.
- At least one degree in agriculture and significant, relevant experience in agricultural production, which may include forage crop production, animal science, range management, farm/ranch management, horticulture or closely related fields.
- Demonstrated ability to work effectively with groups, such as committees, advisory councils and coalitions.
- Experience working with, and educating, adults and youth in non-classroom settings.
- Experience managing multiple and varied tasks.
- Effective written communication skills.
- Experience working as a self-starter and working with little or no supervision.
- Knowledge, skill and experience in the use of computers for educational programming and management.

Preferred Qualifications:

- Master's degree.
- Experience or training in developing new small business ventures in natural resources or agriculture.
- Demonstrated ability to plan, implement and evaluate educational programs with emphases on agriculture, horticulture, 4-H leader and youth member training, and volunteer development.
- Demonstrated ability working with volunteers to implement effective programs.
- Demonstrated ability to identify, plan, and implement programs in community development.
- Grant writing experience.

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 Ravalli 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.

Additional Requirement: In accordance and 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 Steve Siegelin, Western Region Department Head, through the hiring authority of the Vice President for External Relations 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 **February 2, 2012** 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, fax: 406-994-1756

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.

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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