Douglas County is located along Interstate 70, between Topeka and Kansas City. The diversified urban, suburban, and rural population is over 118,000. There are four incorporated cities in Douglas County, with Lawrence, the largest, having a population of 93,900. Others cities include Baldwin City, Eudora, and Lecompton. Douglas County is a multi-agent county with five agents and nine support staff including a horticulture program assistant who coordinates the efforts of 159 Extension Master Gardeners. There is increasing interest in commercial fresh fruit and vegetable production among farmers in Douglas County.

**TITLE:** Douglas County Extension Agent  
**PRIMARY AREA OF RESPONSIBILITY:** Horticulture  
**LOCATION:** Douglas County, Lawrence, KS

**APPLICATION DATE:** Screening of applications will begin February 16, 2017, and continue until the position is filled. This position is available on or after February 16, 2017. The starting date is negotiable.

**Responsibilities:**
Extension agents are professional educators who serve as a link between Kansas State University and communities across Kansas. Agents are administratively responsible to the Director of K-State Research and Extension (represented by a designated administrator) and the local extension board.

1. Provide primary leadership for the dissemination of research-based information and implementation and development of horticulture educational programs. Area of expertise should include, but not be limited to: technical production practices, soil/fertility management, pest management, and marketing and economics related to fresh fruit and vegetable production.
   a) Supervise two part-time assistants for consumer horticulture programming and the Kaw Valley Farm Tour.
   b) Serve as liaison with specialty crop farmer programs and affiliations (Growing Lawrence, Growing Growers, Great Plains Growers Conference) to enhance producer professional development.

2. Provide leadership for 4-H youth development programming related to horticulture.

3. Programming will include these steps:
   a) Identify local needs and emerging issues related to K-State Research and Extension’s five Grand Challenges (water, community vitality, health, developing tomorrow’s leaders and global food systems) by engaging with program development committees and other community organizations and professionals.
   b) Design appropriate educational strategies to engage clientele. These strategies might include delivering educational programming in a community-based setting, coordinating events and activities that provide experiential learning opportunities, using innovative technologies, providing individual educational consultations and facilitating groups seeking similar educational outcomes. Some overnight travel and evening and weekend work will be required.
   c) Develop and implement strategies to expand the reach of educational programming to under-served audiences and to make certain K-State Research and Extension is an equal opportunity provider of educational programming.
   d) Collect evidence of educational program impact.
   e) Develop specialized knowledge and skills by engaging as a member of the Horticulture Program Focus Team.

4. Secure external funding such as grants, gifts and cost recovery to supplement local tax revenue to support and expand educational programming.
QUALIFICATIONS
Required:
• Bachelor’s degree with knowledge of horticulture sciences as evidenced by academic courses, professional
development and/or professional experience appropriate to the needs of the position.
• Evidence of strong academic and/or professional performance as documented by college transcripts, acceptance
into a graduate program or documented success in increasingly responsible professional positions.
• Ability to communicate effectively, both orally and in writing, with individuals, groups and through mass media.
• Leadership skills as evidenced by working with individuals, groups and co-workers.
• Access to a personal vehicle and the ability to obtain/maintain a valid driver’s license.

Preferred:
• Master’s Degree.
• Reside in or relocate to Douglas County.
• Knowledge of the Cooperative Extension Service and the land grant university system.
• Experience working with adults and youth from various ethnic and socio-economic backgrounds.
• Commitment to personal professional development.
• Ability to utilize electronic communication and computer applications to fulfill programming responsibilities.
• Self-motivation and ability to work with a minimum of supervision, balancing multiple projects.
• Ability to design, promote, implement and evaluate educational programs.
• Knowledge of adult and youth teaching/learning processes.
• Experience in seeking and administering external grant funding.

SALARY, BENEFITS, AND PROFESSIONAL DEVELOPMENT
1. Salary commensurate with professional experience and available funding as negotiated by the area extension
director, the local extension board and the applicant. The base starting salary is $39,000 for a BS degree with no
professional experience and $42,000 for a MS degree with no professional experience.
2. Extension agents are Kansas State University educators and have the Board of Regents retirement plan, health and
life insurance and vacation and sick leave. Depending on the date of hire there is a minimum of 30-day waiting
period for health insurance. For a complete list of benefits see: http://www.k-state.edu/hcs/benefits/overview/
3. Reimbursement for travel related to achieving program objectives.
4. New agents are provided approximately 15 days of new agent professional development on the K-State campus
during the first six to nine months. These 15 days are spread out in four different weeks. In addition, new agents
spend at least three weeks with a mentor agent during the first year.

APPLICATION PROCEDURE
Submit application using the Kansas State University job application site: http://careers.k-state.edu/cw/en-
us/job/500425/douglas-county-extension-agent
For more information about the position, contact Stacey Warner, Leader, Ext Operations, 785-532-5790, or
swarner@ksu.edu.
To hear personal accounts from Extension Agents, preview videos at www.ksre.k-state.edu/jobs.
For more information about K-State Research and Extension, visit: www.ksre.k-state.edu.

EQUAL EMPLOYMENT OPPORTUNITY: Kansas State University is an Equal Opportunity Employer of individuals with
disabilities and protected veterans and actively seeks diversity among its employees.

1/17/2017
Position #17-07
Stacey M. Warner
Leader, Extension Operations

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