

## **BUFFALO COUNTY**

### **JOB DESCRIPTION**

**POSITION TITLE:** Extension Horticulture Aide

**DEPARTMENT:** Extension

**REPORTS TO:** Lead Extension Educator/Board Administrator

#### **PURPOSE OF POSITION:**

**Provide research-based information in horticulture to clientele in Buffalo County, and to some extent, to residents and other staff in neighboring counties through educational programs, news media and individual consultations.**

#### **Essential Functions**

- Collect and maintain updated horticultural information as reference for study and answering inquiries.
- Answer questions via phone calls, office visits, email/mailing or on-site visits.
- Manage Master Gardener program including training.
- Prepare and deliver educational programs to the community.
- Provide regular news columns and TV programs.
- Organize Farmers Market together with local committee.
- Conduct 4-H Horticulture program including Horticulture contests, judging team training, and fair exhibits.
- Assist in School Enrichment when appropriate relative to subject matter.
- Assist professional staff with above programs and other functions as determined by staff.

#### **Essential Knowledge, Experience, and Abilities**

- Skills or experience in horticulture; vocational or professional training preferred.
- Ability to interact positively with youth and adults.
- Ability to provide timely information or education to clientele.

#### **Essential Education, Certifications, and/or Licenses**

- High School diploma or equivalent but prefer candidate with Associate's or Bachelor's Degree
- Possess a valid State of Nebraska driver's license
- Experience reading and understanding legal descriptions
- Horticulture experience preferred

#### **Essential Physical Demands and Typical Working Conditions**

- Must be able to carry, stand, drive, kneel, speak, squat, hear, climb, walk, sit, reach, and pull on a regular basis

- Must be able to stand or walk for an entire day.
- May be exposed to fumes, hazards, dirt, heat/cold, chemicals, noise and toxins

**Proposed percentage time breakdown**

This is a half-time position. Possible increases in appointment time may be available at future dates. Work-week schedule may be negotiated.

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|---------------------------------------|--------|
| 1. Adult horticulture programming     | 35-40% |
| 2. 4-H Youth horticulture programming | 5-7%   |
| 3. General Extension programs support | 3-5%   |

**Funding**

This position is a county-funded position and will exist as long as these funds are available.

**Essential Attendance and Availability Requirements**

- Must have regular attendance
- Must be punctual
- Must have the ability to work overtime when necessary
- Must have the ability to work at the job site
- Must have the ability to travel
- May work indoors or outdoors in any type of weather

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Effective Date of Job Description:** \_\_\_\_\_