



**MONTANA**  
STATE UNIVERSITY

**EXTENSION**

**Position**  
*Announcement*

## MSU Extension Personnel

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

Title: **Cascade County Extension Agent, full-time**  
Position # **05-12**  
Location: Great Falls, MT  
Date Available: **April 15, 2012** (negotiable)

**County Profile:** Cascade County, located in Central Montana, is one of the population centers in the state and is known as the "Electric City" due to its historical significance in regard to the hydro-electric generation plants and smelter activity. The Extension Office is located in the county seat, Great Falls, which is on the Missouri River and is one of the pioneer cities in the state. The terrain is primarily gently rolling plains that are dissected by the Missouri River and its numerous coulees and tributaries. The Little Belt Mountains are found in the southeastern portion of the county. Population of the county is approximately 81,300 which includes the rural area, the incorporated city of Great Falls and the towns of Belt, Cascade, Centerville, Fort Shaw, Monarch, Neihart, Simms, Sun River and Vaughn many of which have complete K-12 school systems. Cascade County's economic base includes agriculture, the military, education, small manufacturing, food processing and many service industries. The majority of agricultural income is derived from crop production. According to 2010 Montana Agricultural Statistics, the county ranks tenth in crop production with over \$58 million in cash receipts. Livestock production, primarily beef cattle, is also very important; generating over \$38 million in cash receipts and ranking ninth in the state. Great Falls is home to the Benefis Health Care System, one of the premier hospital and health care organizations in Montana, and many cultural attractions including the Charles M. Russell Museum/Gallery, the Lewis and Clark Interpretive Center, the Paris Gibson Center and the First People's Buffalo Jump. Great Falls is a primary destination point for tourism. Outdoor recreational opportunities include fishing, hunting, boating, golfing, hiking and historical exploration.

### POSITION RESPONSIBILITIES:

- Plan, implement, teach, facilitate and evaluate educational programs in agriculture, with emphases on dry land crop production, integrated pest management, weed control, farm management and pesticide education.
- Plan, implement, teach, facilitate and evaluate education programs in horticulture with emphasis on home vegetable and fruit production, lawn and turf establishment and maintenance, integrated pest management, and the establishment and care of trees. Coordinate, facilitate and provide leadership for a well established Master Gardener program.
- In collaboration with the 4-H/Youth Development Agent, provide resource support to the 4-H project areas based on agriculture and natural resources. This includes assisting with the maintenance of existing programs and events, and collaborating with the 4-H Horse and Livestock committees.
- Work collaboratively with county and community based natural resource organizations and agencies.
- Work cooperatively with the Extension staff in the organization and implementation of Extension activities throughout Cascade County and in collaboration with other county and city departments.
- Serve as an agricultural program resource to agencies, communities, organizations and boards involved in community development.
- In cooperation with other members of the Cascade County Extension staff, develop and maintain an effective system for stakeholder advisory input.
- Cooperate and collaborate with area Extension agents and with Extension specialists to conduct effective, integrated educational programming for Extension constituents in the county, region and state.
- 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.
- Assure compliance with civil rights and affirmative action policies.
- In addition to regular day time office hours, this 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.

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***Making a difference in Montana***

**REQUIRED QUALIFICATIONS:**

1. Bachelor's Degree.
2. Demonstrated ability to plan, teach or facilitate, and evaluate educational programs; lead groups and implement collaborative activities.
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 as an educator with a wide variety of adult and youth audiences.

**PREFERRED QUALIFICATIONS:**

1. Master's degree.
2. At least one degree (either Bachelor's or Master's degree) in agronomy, crop production or a closely related agricultural field.
3. Training or experience in 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 Cascade 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 12, 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/).