



**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: **CUSTER COUNTY AGRICULTURE/4-H EXTENSION AGENT--Fulltime**  
Position # **01-12**  
Location: **Miles City, Montana**  
Start Date: **March 15, 2012 (negotiable)**

**COUNTY PROFILE:** Custer County is located in southeastern Montana and is dissected by the Yellowstone River. The Extension Office is located in the county seat, Miles City (Population 8,120), which is located at the confluence of the Yellowstone and Tongue Rivers. Custer County has a population of 11,188 with the bulk of the population being located in Miles City and along the Yellowstone River corridor. The approximate land area of the county is 3,362 square miles of which about 93% is devoted to range livestock operations and 7% is cropland. Primary agricultural enterprises in the county include range cow/calf and stocker operations along with a significant amount of cattle feeding in the Yellowstone and Tongue River Valleys. Irrigated crops include alfalfa, corn, dry beans, and small grains. The Custer County 4-H program has 156 youth members, 42 adult leaders and 9 organized clubs. In addition, Custer County is home to the internationally recognized Fort Keogh Livestock and Range Research Laboratory, a 54,000 acre range research facility with 10 scientists dedicated to conducting research for the range livestock industry. Miles City is a trade and banking center for southeastern Montana featuring a thriving livestock market and a number of other businesses that cater to the agricultural and retail needs of southeastern Montana residents. Recreational opportunities include hunting, fishing, and boating. Miles City is also home to modern medical facilities including a modern hospital, clinics, and other services.

**GENERAL INFORMATION:** The main emphases of the Custer County Extension Agent position will be in the areas of **Agriculture** and **4-H**. The office also has a full time Family and Consumer Science Agent, 1 full time Administrative Assistant, 1 part time Supplemental Nutrition Assistance Program (SNAP-Ed) Nutrition Educator, and full time Weed District Coordinator. The Custer County Weed, Mosquito, and Cemetery Districts are also housed with the Custer County Extension Office.

#### **SPECIFIC POSITION RESPONSIBILITIES FOR CUSTER COUNTY:**

1. Plan, implement and evaluate educational programs in agriculture with emphases on livestock production, irrigated and dryland crop production, farm and ranch financial management, noxious weed management, range management, pest management, and pesticide training.
2. In cooperation with the other agent, provide support, including leadership, planning and innovation to the 4-H youth development program.
3. Plan implement and evaluate educational programs in home horticulture and home pest management.
4. Network closely with policy makers, producer groups, government agencies and others in order to assess needs and guide local program priorities.
5. Serve as executive and provide supervision to the Custer County Weed District and serve as an ex-officio member of various agency and community committees relating to agriculture, youth development, and community development.
6. Cooperate with other Extension staff, government agencies, and civic groups in implementing, maintaining, and evaluating a balanced interdisciplinary Extension program.
7. Involve local officials and community citizens in determining needs, identifying major issues, and assisting in presenting/facilitating programs.
8. Utilize all available media sources, including electronic mail, the Internet, and other advancing technology, to communicate with MSU Extension staff and others, and to disseminate information to county clientele.
9. Must possess or be able to obtain a Government Pesticide Applicator's License and a Montana Driver's License, or have other means of reliable transportation. County-owned vehicles are available for use, and are the preferred vehicle for travel by Extension staff.
10. Comply with all Extension federal, state, university and county reporting requirements.
11. Assure compliance with civil rights and affirmative action policies.
12. 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. 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 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. Masters Degree.
2. At least one degree (either Bachelor's or Master's degree) in agriculture or other closely related field.
3. Experience in livestock production, irrigated and dryland crop production, farm management, and weed management.
4. Knowledge of or experience in 4-H or other youth related programs
5. Facilitation and mediation experience or training.
6. Training and/or experience in budget development and management.
7. Training and/or experience in personnel management.

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 Custer 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 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 Larry Brence, Eastern Region 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

Larry Brence  
Eastern Region Department Head  
243 Fort Keogh Rd.  
Miles City, MT 59301

Phone: (406) 874-8236  
Cell: (406) 951-0366  
Email: [lbrence@montana.edu](mailto:lbrence@montana.edu)

**Application Procedure:** Screening of applications will begin on February 20, 2012 and will 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 three professional references;
- D. Transcripts of all academic work (copies acceptable);
- E. Criminal information sheet; and
- F. Advertising track form

Submission of items A, B and C in electronic form is encouraged (Word, WordPerfect or PDF), but 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](mailto:JULIA.HEARD@montana.edu).

Paper documents may be sent to  
Julie Heard, MSU Extension Personnel, 211 Culbertson Hall  
PO Box 172230  
Bozeman, MT 59717-2230  
406-994-1752

**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/).