




Interoffice Memorandum

January 27, 2022

AGENDA ITEM

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

THRU: Lonnie C. Bell, Jr., Director 
Community and Family Services Department

FROM: Kevin F. Camm, Division Manager 
Cooperative Extension Division

SUBJECT: Consent Agenda Item – February 8, 2022
Cooperative Extension Division Employment Agreement

Cooperative Extension in Orange County is administered through, and supported by, the University of Florida in collaboration with Orange County Government. Pursuant to Florida Statutes Section 1004.37(3), recommendations for Extension positions are to be presented for acceptance by the Board.

The University has conducted a search and recommends Calvin Gardner as the new Orange County Extension Agent I, Urban Horticulture. Mr. Gardner will be filling an existing and budgeted vacant position. In accordance with the existing agreement between the County and the University for this program, the annual salary will be \$47,000 with a 10%/90% split in funding sources between the University of Florida \$4,700 (10%) and Orange County \$42,300 (90%).

Mr. Gardner will be responsible for providing leadership for the development, implementation, and evaluation of Extension education programs that provide public education to teach urban audiences about the most effective strategies to adopt Florida-Friendly Landscaping™ (FFL) principles, Green Industries Best Management Practices (GI-BMPs), integrated pest management principles including proper use of water and fertilizer, sustainable resource conservation and other diverse residential horticulture issues, and sustainable landscapes including a garden-to-table approach.

Mr. Gardner has a Bachelor of Science degree in Sustainability in the Built Environment from the University of Florida and is expected to pursue his master's degree. A copy of the job description and Mr. Gardner's resume, along with the position letter from the University of Florida are attached. Mr. Gardner's anticipated start date is March 7, 2022.

ACTION REQUESTED: Acceptance of University of Florida's appointment of Calvin Gardner as Orange County Extension Agent I, Urban Horticulture. All Districts.

KC:jamh

Attachment(s)

c: Carla Bell Johnson, AICP, Assistant County Administrator
Yolanda Brown, Fiscal Manager, Community and Family Services Department

Position # 0002-2039

Requisition # 77403

Classification Title: Extension Agent I or II – Urban Horticulture

Application deadline: November 9, 2021

Application link: <http://apply.interfolio.com/90416>

Job Description:

The Institute of Food and Agricultural Sciences is committed to creating an environment that affirms diversity across a variety of dimensions, including ability, class, ethnicity/race, gender identity and expression. We particularly welcome applicants who can contribute to such an environment through their scholarship, teaching, mentoring, and professional service. We strongly encourage historically underrepresented groups to apply.

If an accommodation due to a disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD) or visit [Accessibility at UF](#) .

The Univ. of Florida (UF) is a Land Grant institution with core values of unique purpose, excellence, integrity, collaboration and partnership, lifelong learning, diversity, responsiveness, innovation, communication, and global reach. The Institute of Food and Agricultural Sciences (IFAS) employs more than 2,000 faculty and staff statewide. IFAS Extension employs 375 Extension Agents and has an office in each of Florida's 67 counties.

Our mission in the Florida Cooperative Extension Service is to partner with communities to provide quality, relevant education, and research-based expertise to foster healthy people, a healthy environment, and a healthy economy. We are the resource that helps educate Floridians to address issues related to agriculture, horticulture, natural resources, youth development, families, and communities.

We hire the best. Diverse views and experience make us strong. We look for people with both academic and people skills who work well in teams, honor their commitments, innovate in a rapidly changing world, and believe in inclusion, diversity, equity, and access. Working for Florida Cooperative Extension will allow you to make a positive impact in your community as you help shape future generations, growing your career while earning a competitive salary and great benefits.

As an Extension Agent, you will work jointly for UF/IFAS Extension and Orange County, a growing area in central Florida. We are looking for an individual who is self-starting, energetic, and team-oriented with skills in teaching diverse audiences and volunteer management. Your office will be located at the UF/IFAS Extension Orange County Office in Orlando.

You will be responsible for a program that provides public education to teach urban audiences about the most effective strategies to adopt Florida-Friendly Landscaping™ (FFL) principles, Green Industries Best Management Practices (GI-BMPs), integrated pest management principles including proper use of water and fertilizer, sustainable resource conservation and other diverse residential horticulture issues, and sustainable landscapes including a garden-to-table approach.

What you will do:

- Develop and implement a plan of work based on locally identified needs that will lead to improved horticultural practices.
- Develop an advisory committee to assist with the identification of client needs and priority issues, analysis of county situations, and development of programs.
- Teach and evaluate high-quality educational programs that focus on horticultural best management practices and integrated pest management including insect, disease, and weed management.
- Provide responsive, high-quality customer service for citizens seeking help identifying plant, weed, and insect samples as well as offering basic disease and plant sample troubleshooting and diagnosis.
- Write relevant articles, fact sheets and social media posts, develop multi-media presentations, and create educational displays and exhibits.
- Serve in an advisory/technical expert capacity to help support current gardens and facilitate the development of new school and community gardens.
- Become a certified and active instructor in GI-BMPs courses.
- Develop and deliver age-appropriate subject matter education in support of 4-H Youth Development.
- Seek grants, contracts, or other funding and partnership opportunities to support your Extension programs.
- Work with UF/IFAS and Orange County teams to address emerging issues and produce collective impact in the community.
- Carry out other duties as assigned by the County Extension Director and the District Extension Director.

What you will bring (required):

- A bachelor's degree in horticulture, plant sciences, plant pathology, or a closely related field. We will accept applicants without a bachelor's degree if the degree will be earned by August 2021. If hired solely with a bachelor's degree, we want you to grow in your career. Therefore, you will be expected to progress at least halfway towards obtaining a master's degree within 6 years of employment.
- Strong interpersonal skills.
- Excellent written and oral communication skills.
- A working knowledge of horticultural sciences including plant and pest identification and diagnostic skills, best management practices, and integrated pest management.
- Ability to obtain a pesticide license within 6 months of hire.

- Ability to possess (or be able to obtain) a Florida driver's license.
- Flexibility with working hours; willingness to work irregular hours, including evenings, weekends, and overnight travel.
- Ability to comply with the Memorandum of Understanding between Orange County Government and the University of Florida.

What you will bring (preferred):

- A master's degree.
- Practical experience in horticultural science and strong diagnostic skills.
- Experience working with and managing volunteers.
- Experience utilizing a variety of educational methods including technology-enhanced and technology-based instruction to reach diverse audiences.
- Experience obtaining extramural funding.
- Excellent organizational skills and good record-keeping techniques.
- A strong commitment to customer service.

Further information:

In the event of an emergency, all Orange County employees are considered essential personnel and may be required to perform alternate duties. (If applicable.)

Extension is a partnership between state, federal, and county governments to provide scientific knowledge and expertise to the public. As such, all partners are involved in the supervision of the office and contribute to the salary and support resources. The primary goal of Extension is to disseminate the latest knowledge and applicable technologies in agriculture, human and natural resources, and the life sciences in order to sustain and enhance the quality of human life. The UF/IFAS mission is accomplished through Extension faculty members, scientists, educators, administrative staff, and volunteers working cohesively throughout Florida's 67 counties.

Candidates will be reviewed as applications are received, but please be aware that interviews might not be scheduled until 4 to 6 weeks after the position closing date. Are you a good match? [Apply today!](#)

Application Instructions

Apply at <http://apply.interfolio.com/90416> by 11:59 p.m. (Eastern) of the posting end date, and attach:

- Cover letter that describes how your experience and qualifications have prepared you for this position
- Résumé or Curriculum vitae
- Unofficial copies of all transcripts and/or coursework of your academic degrees

The following documents are also required and may either be submitted through the above link at the time of application, or sent separately to our office (below).

- Current and Previous Employment Form (located at <https://hr.ifas.ufl.edu/resources/form-index/current-and-previous-employment-form/>).
- A minimum of 3 reference rating forms (located at http://hr.ifas.ufl.edu/assets/pdf/forms/ref_form.pdf) from your professional/academic references. Reference forms will be kept on file for 1 year and will be automatically used with any of our extension agent positions you apply for during that time.

Reference rating forms and unofficial transcripts not submitted at the time of application should be submitted/postmarked by the next business day after the position's closing date. They may be submitted to:

Ms. Dana LeCuyer
 UF IFAS Human Resources
 Faculty Recruitment and Hiring
 P O Box 110281
 Gainesville, FL 32611-0281
ifasrecruitment@ifas.ufl.edu
 Fax: (352) 392-3226

Final candidate will be required to provide official transcript to the hiring department upon hire. A transcript will not be considered "official" if a designation of "Issued to Student" is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at <http://www.naces.org/>.

The University of Florida is an Equal Employment Opportunity Institution dedicated to building a broadly diverse and inclusive faculty and staff. Hiring is contingent upon eligibility to work in the US. Searches are conducted in accordance with Florida's Sunshine Law.

#category=64

Calvin Gardner

817 Greens Avenue, Winter Park, FL 32789 | gcalvin212@gmail.com | (407) 490-5171

Education

Bachelor's Degree: Sustainability in the Built Environment

August 2019 - August 2021

University of Florida, Gainesville, FL

Relevant Coursework: Organic Sustainable Crop Production, Sustainable Technologies, Sustainable Solutions to the Built Environment

Associate's Degree

August 2017- July 2019

Valencia College, Orlando, FL

Academic Projects

Dream Farm Project

August 2019 - May 2021

Organic Sustainable Crop Production

- Led a team of students through the process of designing and implementing USDA organic farms and economic business plans in diverse growing locations and conditions
- Used USDA organic regulations to accurately treat pests and diseases commonly found in the area
- Utilized various types of agricultural methods, machinery, and techniques to maintain healthy crop yields

Fire Station #1

February 2021

2021 Witters Design Competition

- Generated a potential redesign for an abandoned fire station alongside 7 teammates
- Collaborated with team specialists to integrate sustainable building tactics into the design, construction, and maintenance of the redesign
- Created a comprehensive sustainability plan for the project

Work Experience

Business Development Internship

August 2021- Present

Hydraloop Inc., Milwaukee, WI

- Developing sales strategies to increase client interaction in Florida using data from legislation, building codes, and water management districts
- Managing new and existing clients through written and verbal communications

Researcher

June 2017- Present

GCS Appraisal, Winter Park, FL

- Interpreting data and trends from a wide range of online sources to compile reports on commercial property valuations
- Assisting in the onsite inspection of various properties and the gathering of information from clients

Cashier and Cook

June 2014 - August 2019

Beefy King, Orlando, FL

- Implemented faster cooking methods to increase food output
- Trained new employees on how to provide high quality customer service

Skills

Microsoft Word, Excel, USDA Organic Regulations Proficiency, Strong Leadership Skills, Spanish (moderate proficiency)



Office of District Extension Director – Central

Tim Momol
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PO Box 110220
Gainesville, FL 32611-0220
352-392-1781
352-294-3544 Fax
tmomol@ufl.edu

January 19, 2022

Mr. Calvin Gardner
817 Greens Avenue
Winter Park, FL 32789

Dear Mr. Gardner:

I am pleased to offer you the position of Orange County Extension Agent I, Urban Horticulture, position 0002-2039 beginning March 7th, 2022*. The annual salary will be \$47,000.00 with a 90% / 10 % split in funding sources between Orange County \$42,300.00 (90%), and the University of Florida \$4,700.00 (10%). Please note your employment is contingent upon your passing the county's prescreening process and approval of the Orange County Board of County Commissioners. This offer is also contingent on a successful pre-employment screening which includes a review of criminal records, reference checks, and verification of education, and any health assessments that may be required by the University of Florida. *The beginning date is subject to change based on the date that the background screening results are received. An employee cannot start working until the background screening results are received in HR.

As an Extension Agent I, Urban Horticulture you will work under the direction of the Orange County Extension Director (CED), Mr. Kevin Camm, and Central District Extension Director (DED), Dr. Tim Momol. As with all County Extension faculty, your plan of work, report of accomplishments, and annual performance reviews will be under the supervision of the CED & DED. The assigned duties and responsibilities for this position are 100% Extension. Your assignments may be subject to change at the discretion of the CED/DED based on the needs of the department.

The University is committed to creating a community that reflects the rich racial, cultural, and ethnic diversity of the state and nation. To this end, the Institute of Food and Agricultural Sciences at the University of Florida is committed to providing a welcoming and respectful environment for all students, employees, and clientele.

The University of Florida encourages its employees to engage in activities supporting their professional growth, creating new knowledge and ideas, and furthering the University's mission of excellence in education, research, and service. University employees' primary professional obligation, however, is to act in the best interest of the University and to maintain the highest ethical and professional standards. A University employee outside activities or interests must not conflict, or appear to conflict, with their professional obligations to the University of Florida. Faculty members should use UFOLIO either to certify that there is nothing to disclose, or to report outside activities and interests in advance. At a minimum, if you have nothing to disclose, you should log in once every 365 days to certify this. See here for additional information: <https://coi.ufl.edu/>.

Calvin Gardner
January 19, 2022
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Your appointment is subject to the constitution and laws of the State of Florida and the rules and regulations of the Board of Trustees of the University of Florida.

Special conditions of your employment:

1. If you propose to engage in any outside activity or have a potential conflict of interest, you shall notify your supervisor in writing (using the proper University of Florida forms) prior to engaging in these activities. Such notification must be done annually (effective July 1 for future academic years) for as long as you continue to engage in such activity or have such conflict of interest.
2. There is also considerable travel with evening and weekend meetings, which may or may not be by personal vehicle.

We are impressed with your skills and believe you will find your new position to be challenging, interesting, and rewarding.

Please sign below and return original to me.

Sincerely,



Tim Momol, Ph.D.
Professor and
Central District Extension Director

TM/nw

cc: Becky Redmond
Kevin Camm

I, Calvin Gardner, do accept the position as described above and agree to the salary and all conditions set forth in this letter.



Signature

1/19/2022 | 12:26 PM EST

Date