



**MONTANA**  
STATE UNIVERSITY

**EXTENSION**

## **Position** *Announcement*

### **MSU Extension Personnel**

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

**TITLE: MEAGHER COUNTY EXTENSION AGENT**

**POSITION #:** 05 -07

**LOCATION:** White Sulphur Springs, Montana

**START DATE:** November 1, 2007

**COUNTY PROFILE:** Located in south central Montana, Meagher County is the center of year-round recreational activity and friendly people. The county's estimated population in 2006 was 1,968; an increase of about 2.3% from the 2000 census. Meagher County, named after Montana territorial Governor Thomas F. Meagher, has 2,391 square miles in land area and a population density of .8 per square mile. White Sulphur Springs, with a population of approximately 900 people, is the county seat. The town is located halfway between Glacier and Yellowstone national parks. Meagher County has two elementary schools and one high school. White Sulphur Springs has a long-term hospital with 25 beds, an x-ray technician, lab technician and physical therapy facilities. The town also has a clinic. The county 4-H program includes 36 4-H youth members and 13 leaders in 3 organized clubs. Recreational opportunities include hunting, fishing, skiing, snowmobiling, golfing, camping, hiking, and mountain biking. There is a natural hot mineral spring in White Sulphur Springs which is open to the public all year. The Big Belt, Little Belt and Castle Mountains surround White Sulphur Springs along with thousands of acres of public lands; there are several campgrounds in the nearby Lewis and Clark National Forest. Meagher County also has many ghost towns, old gold and silver mines, railroads and Victorian era historical sites.

**GENERAL INFORMATION:** The main focus discipline areas and approximate, anticipated time splits of the Meagher County Extension Agent position will be in the areas of agriculture/natural resources (60%), community and economic development (20%), and 4-H youth development (20%). The agent supervises a half-time administrative assistant for the Meagher Extension Office. The agent will also serve as an informational resource and program facilitator for diverse clientele needs, including home horticulture and family and consumer sciences.

#### **POSITION RESPONSIBILITIES:**

1. Plan, implement, and evaluate educational programs in agriculture, with emphases on agronomy, beef cattle production and management, range management, and farm financial management.
2. Provide support, including leadership, planning and innovation, to the 4-H youth development program. Plan and deliver leader education programs on the county level.
3. Involve county citizens through an advisory committee to identify priorities and direction for the Extension Service in Meagher County.
4. Cooperate with local, state and national organizations and committees appropriate to the clientele of Meagher County.
5. Cooperate with the three-county Extension Economic Development Agent to continue the marketing plan to acquaint the people of Meagher County with what the available programs and services of the Meagher Extension Office.
6. Plan and implement the Private Applicator Initial Certification and Re-Certification Program for private, restricted use pesticide applicators.
7. Cooperate and collaborate with area Extension agents and with Extension specialists to provide effective, integrated educational programming.
8. Develop and maintain an Extension website for the Meagher Extension Office.
9. Must possess or be able to obtain a Government Pesticide Applicator's License.
10. Assure compliance with civil rights and affirmative action policies.
11. Comply with all Extension, federal, state, university and county reporting requirements.
12. Utilize all available media sources, including electronic mail, the Internet and other advancing technology, to communicate with MSU Extension Service staff and others, and to disseminate information to clientele.

***Making a difference in Montana***

13. Position requires frequent night and weekend work, frequent travel throughout the county, occasional travel throughout the state of Montana, and travel to and from programs with adult and youth attendees. Position also requires using a variety of teaching methods, and handling and operating a variety of demonstration and educational equipment.
14. Must possess, or be able to obtain, a Montana driver's license or have other means or reliable transportation.

**REQUIRED QUALIFICATIONS:**

1. Bachelor's degree in agriculture or a closely related field.
2. Significant, relevant experience in agricultural production which may include livestock production, animal science, range management, forage crop production, farm/ranch management or closely related fields.
3. Demonstrated ability to lead groups, plan, implement, facilitate, teach and evaluate educational information programs required.
4. Demonstrated ability to work with little or no supervision required.
4. Computer literacy as demonstrated by evidence of computer accomplishments in program development, program delivery and program management required.
5. Demonstrated ability to work effectively with groups and individuals.
6. Demonstrated ability to work effectively with adults.
7. Demonstrated ability to recruit, select, train and manage volunteers.

**PREFERRED QUALIFICATIONS:**

1. Master's degree.
2. At least one degree (either Bachelor's or Master's), or significant relevant experience in Animal Science, Ag Business or a closely related agricultural field.
3. Experience or training in developing and marketing agricultural production and agricultural products.
4. Facilitation and mediation experience.
5. Training or experience in crops and weed management.
6. Knowledge or experience in 4-H or other youth development programs.
7. 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, evidence of good judgment, flexibility and innovativeness in order to respond to the changing needs of people in Meagher County, and will be able to communicate effectively, both verbally and in writing. The successful candidate will also have a 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.

**CONDITIONS & BENEFITS:** This appointment includes participation in TIAA-CREF, coverage for health and life insurance, Social Security, Workers' Compensation and Unemployment Compensation. This position will not be on a tenure track unless filled above the Bachelor's Degree level. **MSU may conduct a criminal history records check on any applicant. The University will not employ persons whose criminal and/or employment history suggests they may pose a significant risk to youth, faculty, staff or university property.**

**GENERAL INFORMATION:** This position is administratively responsible to Central Regional Department Head. For further specific information regarding the position responsibilities, please contact:

Dave Phillips, Central Region Department Head  
52583 US Hwy 87  
Moccasin, MT 59462-9512

Phone: (406) 423-5421  
Cell: (406) 366-2750  
Email: [dphillips@montana.edu](mailto:dphillips@montana.edu)

**APPLICATION PROCEDURE: Screening of applications begins October 1, 2007, and will continue until a suitable candidate is found.** To apply, submit the following with the position number and/or title of the position:

- (a) Letter of application addressing each listed qualification for position in detail;
- (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>.

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  
307 Culbertson Hall  
P.O. Box 172230  
Bozeman, MT 59717-2230

Phone (406) 994-1752  
FAX (406) 994-1756

**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/).