POSITION VACANCY ANNOUNCEMENT

University of California Cooperative Extension
Regional Director, Administrative Manager I
Alameda, Contra Costa, San Francisco and San Mateo Counties, and Elkus Ranch Environmental Education Center

Requisition # 20190409

Location Headquarters: Applicants may elect to be headquartered at any of the UCCE offices in Alameda, Contra Costa, or San Mateo Counties, California

SUBMISSION DATE: To assure full consideration, submit application materials by September 30, 2019.

NATURE AND PURPOSE:
The County Director is responsible for the coordination and overall operation of Cooperative Extension programs in Alameda, Contra Costa, San Francisco and San Mateo Counties, and the Elkus Ranch Environmental Education Center in Half Moon Bay, CA. This individual is the political and administrative leader for UCCE’s four central Bay Area counties. Responsibilities include oversight of effective educational and applied research programs, direction and leadership of academic and support staff assigned to county Extension programs (50 FTE); maintaining effective communication within the University and county government, securing adequate county Extension budgets, and developing and maintaining good working relationships with public and private agencies and with all four counties. The incumbent will increase the visibility of UCCE by communicating the positive impacts and benefits realized by the citizens of the four central Bay Area Counties and the state of California through the activities and contributions of these units.

BACKGROUND:
The University of California, Division of Agriculture and Natural Resources, is the statewide division of the University of California that administers Cooperative Extension, which is responsible for local program development and delivery throughout the state of California. University of California Cooperative Extension (UCCE) is a network of colleagues with a focus on research, education programs, and outreach to resolve local challenges in communities where they live and work. UC ANR is the bridge between local issues and the power of UC Research. UC ANR’s CE advisors, CE specialists and Agricultural Experiment Station (AES) faculty develop and deliver practical, science-based solutions that contribute to healthy food systems, healthy environments, healthy communities, and healthy Californians.

The four Central Bay Area Counties offer a unique opportunity to re-invent cooperative extension for a diverse clientele that includes urban residents as well as the traditional agricultural extension clientele. The new Director will provide leadership in the transformation of cooperative extension that can serve as a model for other metropolitan areas in California and the U.S.
To learn more about existing UCCE programs in these vibrant counties, please visit:

Our Culture:

Working at UC ANR offers a career with a history and a future. Since the first CE Advisors were hired in California, we have maintained our central purpose as stewards, problem-solvers, catalysts, collaborators, and educators. Administrators in UC ANR enjoy a network of colleagues across our system of local offices and statewide programs in the UC system.

Our culture is characterized by collaboration and entrepreneurship in a vibrant working environment. New administrative staff are mentored and supported by this network of colleagues.

The UC ANR vision guides priorities in research, education, service, and resource allocation. ANR envisions a thriving California in 2025 where healthy people and communities, healthy food systems, and healthy environments are strengthened by a close partnership between the University of California and its research and extension programs and the people of the state.

The University remains connected and committed to the people of California, who enjoy a high quality of life, a healthy environment, and economic success in a global economy. The full Strategic Vision is available at: http://ucanr.edu/About_ANR/Strategic_Vision/.

MAJOR RESPONSIBILITIES:

Administration
Provide vision, inspire and motivate others with attitude and actions, set a high standard for excellence, and support a good team working environment.

Work together with academics, staff and UC ANR leadership to develop a novel model for cooperative extension in the Bay area.

Work together with UC ANR leadership and the Elkus Ranch team to develop and implement a business plan and sustainable funding model for Elkus Ranch.

Cultivate relationships with new and existing partners that includes the County Government in order to obtain the resources to build new programs thus expanding UCCE’s reach in the region.

Work with UC ANR development officers to increase the number of donors and average gift value to secure funding for county extension programs outside of support from county budgets.

Develop an organizational structure to optimize the use of human resources in the counties of Alameda, Contra Costa, San Francisco and San Mateo, and Elkus Ranch.
Provide oversight of educational extension and applied research programs, direction and leadership of academic and support staff assigned to county extension programs. Oversight of oversee merits, promotions, AEs and staff evaluations.

Understand and uniformly apply UC and County Administrative policies; provide useful and timely feedback; take timely disciplinary action within UC and County procedures, if necessary; and work with staff in advance of deadlines for required records and reports.

Demonstrate leadership toward Affirmative Action within CE promoting a culture of acceptance.

Communication
Maintain effective communication within the University and county government, securing adequate county extension budgets, developing and maintaining good working relationships with public and private agencies and with all four counties.

Provide active, ongoing advocacy and support for UC ANR programs.

Represents the University as a resource and contact person to industry leaders, producers, non-University of California academics and the general public. Responds to regulatory, state and federal agencies, external groups, industry organizations and the mass media on issues related to applied research and extension projects.

Collaboration, Teamwork & Flexibility
Provide leadership and oversight of academic and support staff who deliver educational and research programs.

Convene an Advisory Committee made up of Bay area stakeholders, including policymakers from county and city government, NGOs, and academics, as a sounding board for ideas and strategic planning.

Coordinate with other County Directors, and participate in regular County Directors teleconferences and face-to-face meetings in Davis.

Professional Development & Lifelong Learning
Maintain a program of continuous self-improvement by participating in in-service training, seminars, workshops, work group & program team meetings, short courses, professional society meetings and other relevant opportunities.
RELATIONSHIPS: The County Director is administratively responsible to the Vice-Provost for Research and Extension.

AFFIRMATIVE ACTION:
An understanding of and commitment to UC ANR’s affirmative action goals and commitments is expected of all ANR staff. Compliance with affirmative action policies includes supporting outreach efforts to underserved and underrepresented audiences. UC ANR Affirmative Action policy and information can be found at: http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/

EDUCATION AND EXPERIENCE:

Required Qualifications:
- Bachelor's degree in related area and/or equivalent experience/training.
- Strong background and/or working knowledge of Cooperative Extension.
- Working knowledge of Bay area governmental organizations, and non-governmental organizations.
- Evidence of political astuteness
- Experience and proven track record as an effective leader in the areas of, budget and financial management, facilities planning and administration and technology management
- Strategic planning, analytical, and program evaluation skills to effectively provide sound recommendations, continually examine systems
- Advanced understanding of administrative operations, human resources management, facilities planning, strategic planning within higher education or the public sector
- Supervisory skills to motivate, mentor, and develop staff. Ability to achieve goals through promoting collaboration and teambuilding and working cooperatively
- Demonstrated administrative leadership and personnel management experience
- Proven conflict management experience
- Excellent written, oral and interpersonal communication skills

Preferred Qualifications:
- Master's degree in related area is encouraged and/or equivalent level of training and experience, though other advanced degrees are encouraged. Related disciplines could include: natural resources, community development, sociology, business administration, economics, political science, education, public health, or food systems.
- Cultural humility and skills to communicate effectively in a second language are desirable
- Understanding of the UC ANR mission
  - The full Strategic Vision is available at: http://ucanr.edu/About_ANR/Strategic_Vision/

Position Details: Administrative Manager 1

SALARY: $92,100 – $136,700 (Minimum-Midpoint)

Personnel Program: MSP

Salary Grade: 25
**BENEFITS:** The University of California offers comprehensive benefits including two days per month paid vacation, one day per month paid sick leave, and approximately thirteen paid holidays per year. For more information, refer to the UC Benefits website at: [http://ucnet.universityofcalifornia.edu/compensation-and-benefits](http://ucnet.universityofcalifornia.edu/compensation-and-benefits)

**HOW TO APPLY:** Applicants must attach all of the following components of the Application Packet to be considered.

1. Apply online: [http://jobs.ucanr.edu](http://jobs.ucanr.edu)
2. Resume
3. Cover Letter
4. Statement of Contributions to Diversity: Please submit a 1-page Statement of Contributions to Diversity addressing past and/or potential contributions to diversity through personal experience, teaching, research, extension, professional activity, and/or service. This should include how you would ensure that all potential clientele have access and benefit from your county programs.
5. Please do not send letters of reference.

**ADDITIONAL REQUIREMENTS:** A background investigation will be required for the successful candidate, including fingerprinting and a criminal history clearance by the Department of Justice and the Federal Bureau of Investigation.

This position is subject to the requirements and compliance of the California’s Child Abuse and Neglect Reporting Act (CANRA). Employment within UC ANR is contingent upon securing written acknowledgement to comply with California law.

**Interview information:**
Approximately 2 to 3 weeks after the submission deadline, applicants with appropriate and applicable education and experience will be invited to participate in a preliminary, remote interview.

The formal in-person interviews will take place approximately 2 to 3 weeks after the preliminary interviews for those applicants selected to proceed.

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For information regarding this position, please contact:

**ANR Human Resources**
Tatiana Avoce, tavoce@ucanr.edu
University of California, Agriculture & Natural Resources
Phone: (530) 750-1277 E-mail: HumanResources@ucanr.edu
Internet: [http://www.ucanr.edu/jobs](http://www.ucanr.edu/jobs)

Please refer to Position County Director Bay Area in all correspondence

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.