

**University of California**  
Agriculture and Natural Resources

## **POSITION VACANCY ANNOUNCEMENT**

**University of California Cooperative Extension  
Division of Agriculture and Natural Resources**

**Director, University of California Cooperative Extension Ventura County  
and Hansen Agricultural Research and Extension Center  
Academic Administrator Series  
AP #16-19**

**LOCATION HEADQUARTERS:** Ventura County, California

**SUBMISSION DATE:** To ensure full consideration, submit materials by **November 10, 2017**. Those received after November 10, 2017 may be considered if the position has not yet been filled. (open until filled)

**POSITION PURPOSE:** The University of California Division of Agriculture and Natural Resources (UC ANR), is seeking a Director to provide leadership for University of California Cooperative Extension (UCCE) Ventura County and the Hansen Agricultural Research and Extension Center (HAREC). In this leadership capacity, the incumbent will increase the visibility of HAREC and UCCE Ventura County by communicating the positive impacts and benefits realized by the citizens of the County and the State through the activities and contributions of these units. The Director will allocate and manage existing resources, including the Thelma Hansen Fund (THF), as well as seek out and secure additional resources. Support will be provided for researchers and educators conducting quality research and extension programs on County and statewide issues related to the sustainability of agricultural, natural and human resources. In conjunction with the UCCE Ventura and HAREC business officer and HAREC superintendent, the Director will administer personnel, staff development, budget, liaison activities, and physical facilities. The incumbent will cultivate, maintain, and nurture relationships with Ventura County administration, outside agencies, governing bodies and community organizations and clientele. The Director will further provide and promote coordination and collaboration with University-based and County-based researchers to facilitate successful delivery of research and extension programs.

The Director will also develop and maintain an active research and extension program in a discipline related to the UC ANR strategic initiatives. Our priorities in research, education, service, and resource allocation are guided by the UC ANR Strategic Vision ([http://ucanr.edu/About ANR/Strategic Vision/](http://ucanr.edu/About%20ANR/Strategic%20Vision/)). There are five strategic initiatives that UC ANR is currently focusing on: Endemic and Invasive Pests and Diseases (EIPD), Healthy Families and Communities (HFC), Sustainable Food Systems (SFS), Sustainable Natural Ecosystem (SNE), and Water Quality, Quantity and Security (WQQS). The Strategic Plans for each strategic initiative can be found at <http://ucanr.edu/sites/StrategicInitiatives/>. The successful candidate's research and extension program shall also be relevant to the local and regional needs and the Thelma Hansen Fund ([http://harec.ucanr.edu/About Us/UC Thelma Hansen Fund/](http://harec.ucanr.edu/About%20Us/UC%20Thelma%20Hansen%20Fund/)).

**BACKGROUND:** 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. 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. To learn more about existing UCCE programs in these vibrant communities, visit: <http://ceventura.ucanr.edu/> and <http://harec.ucanr.edu/>.

The UCCE Ventura County office, currently located in a county-owned facility, houses academic, program, research and administrative staff. HAREC is located in Santa Paula 70 miles northwest of Los Angeles. The center is comprised of 27 acres, 100 feet above sea level. It is one of nine agricultural research and extension centers operated by UC ANR. It provides land, skilled labor, facilities and management for agricultural research and a location for public education efforts in matters relating to agriculture and horticulture, water, pests, science literacy and a variety of youth education and ecological issues. The Director will provide leadership and integration for UCCE Ventura and HAREC.

Other locally based Cooperative Extension (CE) academics and staff provide opportunities for collaboration, integration and delivery of research and extension programs relevant to Ventura County and California. HAREC provides a location and support for this work. The Thelma Hansen Fund provides funding for some Cooperative Extension staff, ANR academics, HAREC operations, and research and education programs.

## **MAJOR RESPONSIBILITIES AND EXPECTATIONS:**

### Director Responsibilities

The successful candidate will provide leadership for research and extension in one of California's most important agricultural regions. Specific aspects of duties include:

- **Leadership:** Provide vision, inspire, and motivate others with attitude and actions; sets a high standard for excellence; innovate and foster positive change; model and support a good team working environment; and encourage and is open to exploring new ideas and innovative changes, and provide active, ongoing advocacy and support for HAREC and UCCE Ventura County, as well as other UC ANR programs.
- **Local Delivery of Statewide Programs:** Represents UCCE and HAREC programs locally in a professional manner; ensures clientele needs are assessed, supports the development of priority program goals to successfully meet clientele needs, in alignment with UC ANR's statewide Strategic



Vision and initiatives; oversees delivery of UC ANR statewide programs at the local level; works with staff to ensure that outcomes and impacts are measured and communicated; and interacts with UC ANR Program Teams, CE specialists and others within the research/extension network to develop, strengthen and expand the local delivery of statewide programs.

- **Administrative Policy:** Understands and uniformly applies UC and County policies; provides useful and timely feedback; takes timely disciplinary action within UC and County procedures, if necessary; and works with staff in advance of deadlines for required records and reports.
- **Budget/Resource Management:** Successfully secures county resources, UC ANR, as well as other sources of support; effectively manages and equitably allocates resources among programs and established priorities; monitors the use of resources and complies with all relevant policies; and maintains effective working relationships with internal and external partners to form strong support networks for UC ANR. Effectively manages long-range facility planning and development, and space planning and allocation.
- **Interpersonal Relationships:** Is an effective listener and communicator; takes responsibility for his/her own actions; motivates others; keeps commitments; and cultivates political and industry support for UC ANR.
- **Academic, Research, and Administrative Staff:** Demonstrates concern for all staff; effectively manages all personnel supervision, oversight, annual evaluations, merits and promotions, and take appropriate disciplinary actions; makes effective use of staff expertise to strengthen the team; and invests in improving all staff expertise and supports professional development.
- **Thelma Hansen Fund Advisory Board:** As Endowment Manager, Director is responsible for ensuring that expenditures are correct and in compliance with the terms of the endowment and University policy, and that income is expended and not accumulated within the restrictions of the endowment or University policy. Responsible for reporting use of the endowment funds annually. Responsible for cultivating Hansen Advisory Board which provides ANR Vice President with advice, consultation, information, and recommendations on the use of the funds.
- **HAREC Research Advisory Committee (RAC):** The Director works with the RAC committee to review project proposals on an annual cycle (including off cycle requests) and approves final decisions on RAC recommendations on project and REC resources
- Represents the University as a resource and contact person to industry leaders, producers, non-University of California researchers and the general public. Maintains liaison and respond to regulatory, state and federal agencies, external groups, industry organizations and the mass media on issues related to research and education projects.

#### Research and Extension Programmatic Responsibilities

The Director will develop and implement an applied research and extension program to provide science-based information addressing complex issues. The research and extension program may be in any discipline related to the UC ANR strategic initiatives (<http://ucanr.edu/sites/StrategicInitiatives/>) but should be relevant to the needs of the region and preferably complimentary and synergist to current programs conducted by academics and staff at HAREC and UCCE Ventura. The focus of the applied research and extension program will be based on a needs assessment and may include partnerships with a variety of campus and county-based colleagues.

County and community partners rely on UC ANR as a critical resource for providing research-based information across a variety of disciplines. The Director will disseminate appropriate, science-based information to inform clientele, using extension methods that are responsive to clientele needs and

appropriate for the audience and situation. Science-based research results and other educational information will be disseminated using a variety of methods including individual consultations, presentations at partner and industry meetings, workshops, short courses, UC ANR publications, newsletters, technical reports to community partners/funding agencies, peer-reviewed journal articles, and an appropriate mix of contemporary and emerging electronic tools (such as online learning, web content systems and repositories, social media, impact and evaluation tools), along with specialized and public media outlets. Programs will be developed and carried out in collaboration with other UC ANR academics and appropriate statewide efforts including UC ANR Program Teams and Workgroups, as well as related government and community partners.

Specific responsibilities include:

- Develop and implement effective UC ANR Cooperative Extension applied research and educational programs to address the identified priority needs of the clientele that are consistent with ANR's Strategic Vision and ANR initiatives <http://ucanr.edu/sites/StrategicInitiatives/>
- Conduct and report regular needs assessments to identify priority issues or problems relevant to the local clientele groups being served.
- Disseminate useful, science-based information to inform clientele, using extension methods that are responsive to clientele needs and appropriate for the audience and situation.
- Develop and implement applied research designed to monitor changes and solve locally relevant problems.
- Maintain and promote Cooperative Extension's credibility by participating in professional organizations and collaborating with government agencies, commodity groups, allied industry groups, policy makers and other organizations by providing independent science-based information and leadership.
- Evaluate programs and report accomplishments, results, and potential or actual impacts to scientific and lay audiences.
- Develop collaborative teams with other UC ANR academics, including CE specialists, AES faculty, CE advisors and/or others, to address priority issues for UC ANR.

**ADDITIONAL ACADEMIC EXPECTATIONS:** In addition to the administrative and academic research and extension expectations listed above, all UC ANR academic administrator appointees are also responsible for performance in the areas of 1) professional competence and activity and 2) University and public service.

**Professional Competence:** All UC ANR CE academic administrators are required to demonstrate professional competence in their administrative and/or programmatic areas. Professional competence includes participation in training activities to enhance professional development, such as administrative trainings, professional conferences, or workshops. Professional competence also includes activities that reflect professional standing within the administrative and/or programmatic area, such as presenting at conferences or workshops, holding offices in professional societies, invited presentations, or reviewing/editing publications.



**University and Public Service:** All UC ANR academic administrators are required to actively serve the University, as well as the public. University service may occur at the division, state, regional, national, or international level. Examples of potential University service activities include serving on division or University committees, serving on Western Region or National Cooperative Extension committees, or advocacy efforts. Public service involves activities and events in which the incumbent uses their professional expertise to benefit groups or efforts outside the University. Examples may include serving on external boards or councils, participating in community events, and leadership of non-University collaborative groups.

**RELATIONSHIPS:** The Director of University of California Cooperative Extension Ventura County and Hansen Agricultural Research and Extension Center is administratively responsible to both the UC ANR Director of the Research and Extension System and the UC ANR Vice Provost of Cooperative Extension. The incumbent will maintain communication and working relationships with system-wide CE specialists and advisors, Agricultural Experimental Station faculty and researchers, ANR Strategic Initiative leaders and other colleagues.

**AFFIRMATIVE ACTION:** An understanding of and commitment to UC ANR's affirmative action goals and commitments is expected of all administrators.

**EDUCATION AND EXPERIENCE:** A minimum of a Ph.D., or other terminal degree, is required, in disciplines that have prepared the successful candidate to develop and sustain a successful research and extension program in a discipline related to at least one of the UC ANR strategic initiatives. Demonstrated experience in an applied research and/or extension program is required. Demonstrated organizational and management skills with abilities to facilitate and conduct group processes is required. Demonstrated ability to develop strong internal and external collaborative partnerships as well as identify and secure funding to support high priority program and facility needs is required. Experience managing and evaluating human, financial and technical resources, and programs is required. Ability to supervise and evaluate academics and staff employees is preferred. Excellent written, oral and interpersonal communication skills are required. Experience effectively managing and resolving conflict is highly desirable.

**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.

**SALARY:** Beginning salary will be in the University of California Academic Administrator series and commensurate with applicable experience and professional qualifications. For information regarding UC Academic Administrator series scales, please refer to the University of California website:

<http://ucanr.edu/sites/anrstaff/files/263288.pdf>.

If the successful candidate is currently a UCCE academic with indefinite status, the candidate will be offered the position commensurate with applicable experience and professional qualifications with eligibility to retain a 0% appointment in the current CE academic title and the associated indefinite status within UC policy.

**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>.

**HOW TO APPLY:** To be considered, applicants must submit the following four components of the Application Packet to [ANRacademicsearch@ucanr.edu](mailto:ANRacademicsearch@ucanr.edu):

1. Cover Letter
2. ANR Academic Application Form from the ANR website at: <http://ucanr.edu/academicapplication>

Please include a list of potential references. If you are selected for an interview, the search committee will contact the references you listed on the UC ANR application form (a minimum of four (4) and a maximum of six (6) names, current addresses, phone numbers and email addresses). Please do not send letters of reference.

3. CV or Resume
4. College Level Transcripts: Original transcripts are preferred; however, legible photocopies of original transcripts will be accepted. Transcripts must identify course work completed, grades earned, degrees conferred and confer dates.

**Application and associated materials will not be returned to the applicant.**

A search committee will review all applications, interview candidates, and recommend individuals most suitable for the position.

**To submit your applicant packet or to request a UC ANR Academic Application form, contact:**

*University of California*  
*ANR Academic Human Resources*  
*Kim Ingram*  
*kcingram@ucanr.edu*  
*E-mail Address: [ANRacademicsearch@ucanr.edu](mailto:ANRacademicsearch@ucanr.edu)*  
*Internet: <http://www.ucanr.edu/jobs>*

**PLEASE REFER TO POSITION NUMBER AP #16-19 IN ANY 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, sexual orientation, gender identity, national origin, disability, age, protected veteran status or other protected categories covered by the UC nondiscrimination policy.

As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), is strictly prohibited.