



**STANISLAUS COUNTY**  
invites applications for the position of:

# University of California Cooperative Extension Master Gardener Coordinator (Contract Employee)

An Equal Opportunity Employer

**SALARY:**

Hourly	Biweekly	Monthly	Annually
\$31.25 - \$31.25	\$2,500.00 - \$2,500.00	\$5,416.67 - \$5,416.67	\$65,000.00 - \$65,000.00

**OPENING DATE:**

08/10/18

**CLOSING DATE:**

08/24/18 05:00 PM

**ABOUT THE DEPARTMENT  
AND THE POSITION:****GENERAL INFORMATION**

This recruitment is being conducted to fill a new position for the University of California Cooperative Extension, Stanislaus County.

Proctored written assignment will be offered to well-qualified applicants tentatively scheduled September 5-7, 2018.

Selection interviews and presentations are tentatively scheduled for September 12-14, 2018.

Completion of mandatory training program scheduled to begin every Wednesday, January 30, 2019, through mid-June, 2019, will be required.

Cell phones are typically incompatible with the online application format or browser. We recommend using a desktop or laptop computer. If you are still having technical difficulties, please call NEGOV at 1-855-524-5627.

**ABOUT THE COUNTY**

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 538,388 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-

class Gallo Center for the Arts, The Modesto Symphony Orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices.

The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the features industries. The County is also home to California State University, Stanislaus, Modesto Junior College and benefits from satellite locations of other high quality educational institutions. Stanislaus County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 38 degrees Fahrenheit in the winter, to an average high of 85 degrees in the summer.

### **ABOUT THE DEPARTMENT**

The University of California Cooperative Extension (UCCE) in Stanislaus County is part of a nationwide system of off-campus education, based on a three-way partnership among the County Board of Supervisors, the University of California, and the U.S. Department of Agriculture. UCCE brings the resources of the University of California to Stanislaus County residents. Each partner plays a key role in providing funding and support of our programs. Stanislaus County's commitment and support has made it possible for us to bring science-based research and education programs to county residents for 104 continuous years.

UCCE's mission is to develop and deliver research-based information to the people of Stanislaus County enabling them to make informed decisions and improve their economic wellbeing and quality of life. Agriculture and Natural Resources, 4-H Youth Development and Nutrition, Family and Consumer Sciences advisors are highly trained and are supported by a statewide staff of University of California faculty, UCCE specialists, and USDA researchers. We carry out our mission in two major ways: problem solving through applied research and education. Most of our applied research is conducted in local field trials working directly with growers and producers. The information is delivered to our clientele via classroom and in-field workshops, electronic and social media, seminars, websites, publications, phone calls, office visits, on-farm consultations, email, television and radio programs, newsletters and articles in newspapers and magazines. Our goal is to continue to address local problems supporting economic viability of the agricultural industry, a safe and secure food supply, clean air and water, and healthy communities.

### **ABOUT THE POSITION**

Under the supervision of the UCCE Pomology and Viticulture Advisor, the Master Gardener Coordinator will develop, implement, monitor and manage a new UC Master Gardener Program for Stanislaus County. The Master Gardener Coordinator will recruit volunteers, collect enrollment data, maintain education curricula inventory, and evaluate and report on program results, while serving as a community resource, providing leadership to volunteers, and acting as a subject

matter expert for the program after graduating from the University of California Master Gardener course program. The essential functions include: design, conduct, manage, organize, and evaluate the community educational program known as the University of California Master Gardener Program in partnership with educational institutions, county-based agencies, organizations, and services. The Coordinator will implement a nineteen (19) week Master Gardener training every year by advertising and garnering interest of volunteers, scheduling subject experts to teach the training, and providing continuing education training opportunities for certified UC Master Gardeners. The Coordinator will create and maintain program social media as well as maintain the UC ANR-based webpage. For more information, please visit <http://ucanr.edu/sites/stancountymg/>; <http://mg.ucanr.edu/> and <http://sjmastergardeners.ucanr.edu/>.

A flexible weekly schedule based on the needs of the program will be expected with a typical work week comprising forty (40) hours. Some weekend and/or evening hours may be required. Most of the time will be spent at the UCCE office at 3800 Cornucopia Way, Suite A, Modesto, CA.

### **TYPICAL TASKS:**

- Gather, coordinate, and organize information and data for required record keeping and program evaluation as well as community impact;
- Coordinate and monitor curricula and publications required for the program;
- Research donor and grant opportunities and apply for grants;
- Maintain budget for the UC Master Gardener Program and budget reporting to Advisor;
- Webpage administration;
- Organize, coordinate, train, and educate a group of diverse volunteers; and
- Other duties as required to implement the UC Master Gardener Program.

### **MINIMUM QUALIFICATIONS (SKILLS, ABILITY, KNOWLEDGE, EDUCATION/EXPERIENCE):**

#### **SKILLS/ABILITIES**

- Principles and methods of gathering, coordinating, and preparing information and data for statistical reporting;
- Experience maintaining a program budget; and
- Business and marketing writing skills.

#### **KNOWLEDGE**

- Experience researching, applying for, and submitting grant applications;
- Create and maintain social media outlets; and
- Microsoft Office applications.

#### **EDUCATION/EXPERIENCE**

#### **PATTERN I**

- Associate's degree with major work in Environmental or Landscape Horticulture, Pest Management, Agricultural Science, Biology, Business Administration, or other closely related field; **AND**

- Two (2) years experience developing and establishing a program with staff or volunteers; **OR**

## **PATTERN II**

- Bachelor's degree from a college/university with major work in Environmental or Landscape Horticulture, Pest Management, Ag Science, Biology, Business Administration, or other closely related field; **AND**
- One (1) year experience developing and establishing a program with staff or volunteers.

**Proof of education (transcripts and/or degree) and resume should be attached at the time of online application submission.**

Progressively responsible experience in a related area may be substituted for the required education on a year-for-year basis.

## **LICENSE**

Applicants must possess and maintain a valid California Driver's License and remain free from repeated preventable accidents.

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

## **DESIRABLE QUALIFICATIONS**

- Six months' experience providing customer service to the general public; **OR**
- Principles of supervision and training people of diverse backgrounds; **OR**
- One-year experience in a supervisory capacity; **OR**
- Participation in horticultural related activities.

## **APPLICATION AND SELECTION PROCEDURES:**

## **CLASSIFICATION INFORMATION**

Position is a Contract Employee and as such specifically shall not be entitled by virtue of the Employee Contract Agreement to consideration in the form of overtime, health insurance benefits, retirement benefits, disability retirement benefits, vacation time, paid holidays, or other paid leaves of absence of any type or kind. However, the Contract Employee shall accrue one (1) hour of sick leave for every thirty (30) hours worked and may accumulate a total of not more than forty-eight (48) hours.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s).

Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical

condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

### **APPLICATION PROCEDURES/FINAL FILING DATE**

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

### **Resumes will not be accepted in lieu of a completed application.**

Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

### **RECRUITMENT ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodation Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

<http://www.stancounty.com/personnel/pdf/ADATestingForm.pdf>

### **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment drug screening and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

### **APPLICATION AND/OR EXAMINATION APPEAL RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

### **PUBLIC SERVICE LOAN FORGIVENESS PROGRAM**

Find out if you qualify for the AES Public Service Loan Forgiveness program for full-time public sector employees (PSLF) by contacting (866) 706-5005.

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

### **WELLNESS PROGRAM**

Learn more about Club Wellness, a program designed to facilitate and encourage the good health of the Stanislaus

County's workforce.  
<http://myclubwellness.org>

### **DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this bulletin to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding, and such information prevails over information contained in this bulletin. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under "Disability Management."

---

APPLICANTS MAY APPLY ONLINE AT:  
<http://www.stancounty.com>  
Stanislaus County/Human Resources  
1010 10th Street, Ste 6800  
Modesto, CA 95354  
209-525-6341  
[jobhelp@stancounty.com](mailto:jobhelp@stancounty.com)

Job #2326-18  
UNIVERSITY OF CALIFORNIA  
COOPERATIVE EXTENSION MASTER  
GARDENER COORDINATOR (CONTRACT  
EMPLOYEE)  
KD

An Equal Opportunity Employer

---