

## UC Cooperative Extension Area County Director Serving Monterey, San Benito and Santa Cruz Counties, California

The University of California, Agriculture and Natural Resources (UC ANR) is seeking a UC Cooperative Extension (UCCE) Area County Director to provide leadership in support of applied research and outreach programs across Monterey, San Benito and Santa Cruz Counties. Our mission is to bring the power of UC directly to Californians through research, extension and education programs that support:

- Sustainable, safe, and nutritious food production and delivery
- Economic success in a global economy
- A sustainable, healthy, and productive environment
- Science literacy and youth development

**Purpose.** The Area County Director is responsible for the coordination and overall operation of UCCE programs in Monterey, San Benito and Santa Cruz Counties.



### Responsibilities:

- Act as a liaison between UCCE and County Departments, Boards of Supervisors and County Administrative Officers as appropriate
  - Serve as a county department head for the University of California Cooperative Extension department in all counties.
  - Secure county budgets and resources that grow UCCE presence and efforts in the region
  - Build relationships and synergies to deploy UCCE research to address regional needs
  - Supervision and or oversight of county employees
- Understand and communicate value of UCCE impact to county partners and others
- Oversight and administration of UCCE educational and applied research programs
  - Hire and manage personnel
  - Provide direction and leadership to UCCE academic and support staff
  - Mentor, manage and evaluate academic personnel
  - Supervision of UC ANR employees
- Maintain positive working relationships with partnering public and private agencies
  - Partner with the Agricultural Commissioner's office in each county to build relationships and support
- Expand collaborations and funding sources.
- Comply with University of California and county policies.

**Location Headquarters.** This position may be headquartered in Monterey County (Salinas).

**Statement of Contributions to Diversity, Equity, and Inclusion (DEI).** In submitting your application packet, please pay particular attention to your Diversity, Equity, and Inclusion (DEI) statement. This statement is an important part of recruitment. Why? The University of California community values diversity which embraces inclusion, and honors excellence. Scholarship, research, creativity, innovation, and service flourish when all members of the community are welcomed, supported, and respected. UC ANR's mission and public statements continue to fulfill these values. UC ANR is committed to removing barriers preventing full expression of our potential and reflecting the population of California in all our personnel, especially those who have been systematically and historically underrepresented. Please submit a 1-page Statement of your Contributions to DEI showing past and/or potential contributions to diversity through personal experience, professional activity, and/or service. This should include how you would ensure that all potential clientele have access and benefit from your program.

## Qualifications and Skills Required

**Education:** Advanced degree in public administration, organizational development, business administration or a related area and/or equivalent level of training and experience. Individuals with training and experience in county government, institutions of higher learning, management of applied research programs or other fields such as agriculture, natural resources, community development, and sociology will also be considered.

- Strong background in management, administration or similar experience including, but not limited to, business operations, budget and fiscal management, human resources, conflict resolution, multidisciplinary teams, project management, facilities planning, etc.
- Demonstrated experience with applied research and educational programs, and working with academics.
- Knowledge and experience in supporting volunteer and youth programs.
- Understanding of the UC ANR mission (working knowledge of agriculture, natural resources and/or healthy families and communities, Cooperative Extension, academic programs, etc.)
- Demonstrated record of skills in leadership, strategic planning, program evaluation and supervisory skills that motivate and develop staff.
- Ability to achieve goals through promoting collaboration and teambuilding.
- Ability to understand impacts of research findings and communicate them to broader audiences.
- Demonstrated effectiveness collaborating with elected officials, non-governmental organizations, and diverse interest groups.
- Excellent written, oral, and interpersonal communication skills.
- Excellent fiduciary and budgeting skills.
- Physically be in each county one day per week for stakeholder meetings, and schedule three full days of work in each CE office monthly.

## Skills Required

To be successful, the Area County Director requires skills in the following area:

### Administration (45%)

- Provide vision, inspire, and motivate others with attitude and actions, set a high standard for excellence, and support teamwork and a positive working environment,
- Secure adequate funding and space provisions from each county in support of UCCE programs. Cultivate relationships with new and existing partners, including counties, to obtain necessary resources to build new programs and expand UCCE's reach.
- Work with UC ANR development officers to increase the number of donors and average gift value to augment funding supplied by counties and other sources.

- Develop an organizational structure that optimizes use of human resources and skills in the counties.
- Provide oversight, direction, and leadership for UCCE educational and applied research programs.
- Participate in development of vacancy announcements, recruitment, and retention of advisors and staff.
- Provide oversight for staff evaluations.
- Understand and uniformly apply UC and county administrative policies.
- Provide useful and timely feedback to various stakeholders and UC ANR leadership.
- Take disciplinary action following UC and county procedures, if necessary.
- Set and communicate reasonable deadlines to UCCE academics and staff for required reports and records.
- Demonstrate and promote a commitment to Affirmative Action and diversity, equity, and inclusion within and through all UCCE programs.

### **Communication (25%)**

- Maintain effective communication within the University and county government,
- Maintain and nurture positive working relationships with UCCE academics and staff,
- Maintain positive working relationships with public and private agencies within all Alameda and Contra Costa counties,
- Provide active, ongoing advocacy and support for UC ANR programs,
- Represent UC as a resource and contact person to industry leaders, producers, academics in other institutions, and the general public,
- Respond in a timely way to regulatory, state, and federal agencies, external groups, industry organizations and the mass media on issues related to UC ANR.
- Participate in regular County Director teleconferences and in-person meetings in Davis or other locations.
- Conduct academic/staff meetings in each county on a regular schedule.

### **Collaboration, Teamwork and Flexibility (15%)**

Provide support, advice, and motivation for UCCE advisors and staff in all three counties. Encourage multidisciplinary collaborations across UCCE programs. Convene an Advisory Committee in each county consisting of local government, non-profits, non-government organizations, other key partners, and academics, as a sounding board for ideas and strategic planning. Coordinate activities and programs with other County Directors as needed.

### **Professional Development and Lifelong Learning (10%)**

Maintain a program of continuous self-improvement by participating in in-service training, seminars, workshops, UC ANR work group and program team meetings, short courses, professional society meetings and other relevant opportunities.

### **Government Affairs (5%)**

Communicates needs, successes, and opportunities with UC ANR Government Affairs staff. Collaborate with UC ANR Government Affairs staff to build relations in state government.

## **About UC ANR**

The University of California, Division of Agriculture and Natural Resources (UC ANR) consists of a network of scientists and educators working in partnership across California. We are committed to developing and supporting practical, science-based solutions that contribute to healthy food systems, healthy environments, healthy communities, and healthy Californians. UC ANR administers UC Cooperative Extension (UCCE), which is responsible for program development and delivery throughout all counties in the state of California.

**Learn more about:**

- UC ANR at <https://UCANR.edu>
- UC ANR in counties: [https://ucanr.edu/sites/ucanr/County Offices/](https://ucanr.edu/sites/ucanr/County%20Offices/)
- Our Strategic Initiatives: <http://ucanr.edu/sites/StrategicInitiatives/>
- Our Public Value statements: [https://ucanr.edu/sites/anrstaff/Divisionwide Planning/UC ANR Public Values/](https://ucanr.edu/sites/anrstaff/Divisionwide%20Planning/UC%20ANR%20Public%20Values/)
- Advisors are expected to share and exhibit UC ANR's commitment to Diversity, Equity and Inclusion: [https://ucanr.edu/sites/Professional Development/Office - Team Management/Diversity Equity Inclusion Belonging/](https://ucanr.edu/sites/Professional%20Development/Office%20-%20Team%20Management/Diversity%20Equity%20Inclusion%20Belonging/)
- Affirmative: Further to the above, advisors are expected to share and exhibit UC ANR's commitment to affirmative action. Learn more of UC ANR Affirmative Action policy: [http://ucanr.edu/sites/anrstaff/Diversity/Affirmative Action/](http://ucanr.edu/sites/anrstaff/Diversity/Affirmative%20Action/)

The University of California Agriculture and Natural Resources is committed to attracting and retaining a diverse workforce and will honor your experiences, perspectives, and unique identity. We encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ+ community members, and others who demonstrate the ability to help us create and maintain working and learning environments that are inclusive, equitable and welcoming.

## Salary & Benefits

This position is a career appointment that is 100% fixed

**Annual Salary:** \$112,200.00/year to \$164,300.00/year

## How to Apply

**Closing Date: To assure full consideration**, this job posting is open until filled with the next applicant review date on **March 1, 2024**.

## Questions?

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Contact Tatiana Avoce at [tavoce@ucanr.edu](mailto:tavoce@ucanr.edu)

*University of California Cooperative Extension*

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**Please note the UC Policy on COVID vaccination and working for UC:** For the safety and well-being of the entire university community, the policy will require, with few exceptions, that all students, faculty and staff be vaccinated against the COVID-19 virus before they will be allowed on campus or in a facility or office." Please visit <https://ucnet.universityofcalifornia.edu/news/2021/07/ucs-covid-19-vaccine-policy.html> for more information.

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.