

## UC Cooperative Extension Area Director Serving Alameda and Contra Costa Counties, California

### Position Overview

The University of California, Agriculture and Natural Resources (UCANR) is seeking a UC Cooperative Extension (UCCE) Area Director to provide leadership in support of applied research and outreach programs across Alameda and Contra Costa counties. Our mission is to bring the resources and expertise of UC directly to Californians through research 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 Director is responsible for the coordination and overall operation of UCCE programs in cooperation with county governments in Alameda and Contra Costa Counties.

### Responsibilities

- Act as a liaison between UCCE and County Departments, Boards of Supervisors and County Administrative Officers as appropriate
  - Serve as a county lead for the University of California Cooperative Extension division in Alameda and Contra Costa County.
  - 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



UC CalFresh Nutrition Education Program

The Area Director oversees management of the physical plant and human resources. They will increase the visibility of UCCE through community engagement, including but not limited to, needs assessments,

representing UC ANR in local and/or regional initiatives, participation in relevant policy development, and communicating the positive impacts and benefits realized by the citizens and workforce of the local counties, region and state from the activities and contributions of local UCCE programs.

UCCE is administered by the University of California, Division of Agriculture Natural Resources. UCCE brings the knowledge of University of California research through its agriculture, natural resources, youth development and nutrition programs to address local questions and to help solve local problems. UCCE academics, staff, and volunteers live and work in the communities they serve, helping identify, respond to, and resolve local challenges. UC ANR connects Californians to UC, leading the way to science-based solutions.

**Location Headquarters:** This position will be headquartered in Alameda County (Hayward) or Contra Costa County (Concord).

**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 to reflecting the population of California in our academic and staff 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 the UCCE programs in your geographic region.

## Qualifications and Skills Required

### Required Qualifications

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

### Additional Requirements

- Valid driver license.
- Live within a commutable distance of the position headquarters during period of appointment.
- This is not a remote work position.
- Physically be in each county one day per week for stakeholder meetings, and schedule three full days of work in each CE office monthly.
- Ability and means to travel on a flexible schedule as needed.
- Employment is contingent upon successfully clearing the FBI/DOJ background check both from the Department of Justice and the FBI, prior to the first day of UC Employment.



UC Master Gardeners

## Desired Experience

- 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 (preferred, but not required, 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.
- Familiarity with impact of research findings.
- Ability to understand impacts and communicate to broader audiences.
- Demonstrated effectiveness collaborating with elected officials, non-governmental organizations, and diverse interest groups.
- Excellent written, oral, and interpersonal communication skills, and
- Excellent fiduciary and budgeting skills

## Skills Required

To be successful, the Area 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,
- Demonstrate and promote a commitment, 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 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.
- Provide guidance, direction, and leadership for UCCE Advisors and their educational and applied research programs.
- Participate in the development of vacancy announcements, recruitment, and retention of advisors and staff.
- Demonstrate leadership toward Affirmative Action within CE promoting a culture of acceptance.
- Provide oversight for staff evaluations.
- Develop an organizational structure that optimizes the use of human resources and skills in the counties.
- Understand and uniformly apply UC and county administrative policies.
- 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.



Fire fuels management workshop with East Bay Regional Park District and UC Berkeley



- Provide useful and timely feedback to senior leadership and partners as needed.

### **Communication (20%)**

- Maintain effective communication between 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 three 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 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 and facilitate as 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.
- Develop collaborative relationships with County government departments including the Agricultural commissioner and the Farm Bureau. .

### **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 (10%)**

Communicates needs, successes, and opportunities with UC ANR Government Affairs staff. Collaborate with UC ANR Government Affairs staff to build relations in state and local 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_Offices/)
- Our Strategic Initiatives <http://ucanr.edu/sites/StrategicInitiatives/>
- Our Public Value statements at [https://ucanr.edu/sites/anrstaff/Divisionwide\\_Planning/UC ANR Public Values/](https://ucanr.edu/sites/anrstaff/Divisionwide_Planning/UC_ANR_Public_Values/)
- DEI: Further to the above, advisors are expected to share and exhibit UC ANR's commitment to Diversity, Equity and Inclusion [https://ucanr.edu/sites/Professional\\_Development/Office -](https://ucanr.edu/sites/Professional_Development/Office_-)

[Team Management/Diversity Equity Inclusion Belonging/](#)

- 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:** Min \$117,000/year to Mid \$171,500/year.

**Benefits:** The University of California offers comprehensive benefits including vacation, sick leave, and approximately thirteen paid holidays per year. For more information, refer to the UC Benefits website at: <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

## How to Apply

If interested in this position, please visit: <https://ucanr.edu/About/Jobs/>

**Closing Date: To assure full consideration**, this job posting is open until filled with the next applicant review date on April 19, 2024

## Questions?

Contact Tatiana Avoce via email [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.