

## UC Cooperative Extension Area Director Serving

### Alpine, Amador, Calaveras, El Dorado and Tuolumne Counties, California

#### Position Overview

The University of California, Agriculture and Natural Resources (UC ANR) is seeking a UC Cooperative Extension (UCCE) Area Director to provide leadership in support of applied research and outreach programs across Alpine, Amador, Calaveras, El Dorado and Tuolumne 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 Amador, Calaveras, El Dorado and Tuolumne counties, and in the future with Alpine county.

#### Responsibilities:

- Act as a liaison between UCCE, Boards of Supervisors and County Administrative Officers as appropriate.
  - Serve as the chair of the University of California Cooperative Extension Central Sierra MCP Advisory Council. Hold twice yearly meetings of this Advisory Council.
  - 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 UCANR 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.
- Expand collaborations and funding sources.
- Comply with University of California and county policies.
- Establish and maintain a working relationship with Alpine county to secure budget and additional resources to extend and enhance UCCE presence in the county.
- Support and grow partnerships with city and county government departments (including Agricultural Commissioner, Parks and Recreation, Environmental Management, Health & Human Services), resource conservation and open space districts, agricultural industry organizations, non-profit agencies, and other aligned partners and organizations in each county.

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 either Tuolumne County (Sonora) or Amador County (Jackson, space permitting).

This position is a career appointment that is 100% fixed.

**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 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. **Please attach your DEI Statement to your CV.**

## Qualifications

### Requirements:

- **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.
- 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 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.

### **Preferred Skills:**

- Doctorate degree in related area and / or equivalent experience / training.
- Working knowledge of agriculture, natural resources and/or healthy families and communities, Cooperative Extension, academic programs, etc.

### **Special Conditions of Employment:**

- Must live within a commutable distance of the position headquarters during appointment period.
  - This is not a remote work position.
  - Physically be in each of the four MCP counties for three full days of work monthly, as well as, one day per week in each county to meet with stakeholders. Schedule at least one day per month in South Lake Tahoe (El Dorado County satellite office) and in Alpine. However, in winter months, travel to these two offices may be impossible.
- Ability and means to travel on a flexible schedule as needed.
- The University reserves the right to make employment contingent upon successful completion of the background check. This is a designated position requiring a background check and may require fingerprinting due to the nature of the job responsibilities. UC ANR does hire people with conviction histories and reviews information received in the context of the job responsibilities.
- 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.

## **Skills Required**

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

### **Administration of Cooperative Extension Unit (25%):**

- Provide leadership to academics and staff to ensure assessment of clientele needs.
- Ensure priority goals for the CE unit are developed and support program implementation.
- Set standards for the CE unit to measure outcomes and impacts and communicate these to local clientele and stakeholders.
- Set an example of University and County policy and procedure compliance related to the CE units and their program(s).
- Use personal knowledge and professional experience to envision the future, anticipate change, capitalize on opportunities and develop innovative options that further the strategic direction of the organization.
- Demonstrate the ability to analyze situations or problems, make timely and sound decisions, construct plans and achieve optimal results.
- Value and deliver high quality, professional, responsive and innovative service.
- Provide oversight of educational extension and applied research programs.
- Use merit, promotion, and evaluation processes to mentor, educate and provide feedback to support employees.
- Understand and uniformly apply UC and County Administrative policies.
- Meet UC and County deadlines and work with staff in advance of deadlines for required records and reports.
- In collaboration with CE unit academics, respond to regulatory, state and federal agencies, external groups, industry organizations and the mass media on issues related to applied research and extension projects.
- Develop an organizational structure to optimize the use of human resources in the unit.
- Participate in the development of vacancy announcements, and in the recruitment and retention of advisors and staff.

### **Leadership to Cooperative Extension Unit Team Members (25%):**

- Demonstrate an ability to share a vision, inspire, and motivate others.
- Encourage and openly explore new ideas, innovative change, and foster positive transformations.
- Provide evidence of ongoing support to CE unit members in conducting quality research and extension programs.

- Demonstrate effective management of personnel, including oversight, annual evaluations, merits and promotions.
- Show investment in the future success of the CE unit, its programs, team members and community.
- Share and receive information using clear oral, written and interpersonal communication skills.
- Model and promote the University of California Principles of Community and comply with UC policies on Diversity and Non-Discrimination.
- Demonstrate commitment to the job, the county, and the University and their respective missions by acting in ways that further the accomplishment of goals.
- Actively engage with CE employees to understand and advocate for their programs.
- Inspire employees to align with the University and county missions to maximize individual performance and meet strategic and operational goals.
- Maintain effective communication within the University and county government.
- Demonstrate leadership toward Affirmative Action within CE unit by promoting a culture of acceptance.
- Provide vision, inspire and motivate others with attitude and actions, set a high standard for excellence, and support a positive team working environment.
- Provide useful and timely feedback.
- Work with academics, staff and UC ANR leadership to develop a regional model of applied research and extension education.
- Provide support, advice, and supervision for all members of the CE unit.
- Maintain a program of continuous self-improvement by participating in service training, seminars, workshops, work group & program team meetings, short courses, professional society meetings and other relevant opportunities.
- Coordinate with other UC ANR Directors and participate in regular teleconferences and face-to-face meetings to support our CE unit.

#### **Fiscal Development & Management (25%):**

- Clearly demonstrate evidence of successfully securing resources, effectively allocating resources, monitoring the use of resources, and reporting to funding agencies.
- Demonstrate integrity, accountability and efficient stewardship of university and county resources in a manner consistent with the UC Standards of Ethical conduct and other policies.
- 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.

#### **Partnerships and Relationships (25%):**

- Cultivate, maintain, and nurture internal UC relationships.
- Cultivate, maintain, and nurture political relationships.
- Cultivate, maintain and nurture industry relationships.
- Collaborate with colleagues to achieve results in alignment with the operations and mission of the University of California.
- Cultivate relationships with new and existing partners that include County Government to obtain the resources to build new programs thus expanding UCCE's reach in the region.
- Represent the University as a resource and contact person to industry leaders, producers, non-University of California academics and the public.
- Communicate needs, successes and opportunities with Government Affairs staff.
- Collaborate with Government Affairs staff to build relations with state government.
- Convene an Advisory Committee from the county and city government, NGOs, and academics, as a sounding board for ideas and strategic planning.
- Provide active, ongoing advocacy and support for UC ANR programs.

## 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 - Team Management/Diversity Equity Inclusion Belonging/](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_Action/)

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

**Pay Scale:** \$107,200.00/year to \$157,200.00/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>

**Job Posting Close Date:** This job is open until filled. To ensure full consideration, the first application review date will be 2/24/2025.

## How to Apply

If interested in this position, please visit UC ANR Jobs and apply via <https://ucanr.edu/About/jobs/?jobnum=2916>

Submit the following:

- Current CV/Resume
- Cover letter
- 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.

## Questions?

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

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*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.