

Robert Wilson
Center Director/Agronomy & Pest Management Advisor
Intermountain Research and Extension Center
Location: Tulelake, Siskiyou County, California

Position Description Update
Effective September 1, 2020

NATURE AND PURPOSE

The Intermountain Research and Extension Center is comprised of 140 acres and provides opportunities for research on issues including sustainability and viability of agriculture, food safety, organic production, soil quality, pest management, water quality, and crop variety evaluation. Recent research has been in the areas of field and vegetable crops, irrigation systems, water quantity/quality/distribution, crop fertility, and integrated pest management. The Center Director will provide guidance and leadership in the development of research and extension programs that directly benefit the people of the Tulelake and Klamath Basin. The director will also be the direct link between the University and clientele, taking advantage of opportunities to showcase and utilize the vast resources of the University of California for the benefit of the citizens of the state.

MAJOR RESPONSIBILITIES

Center Director (55%):

- **Leadership:** Provide vision, inspire, and motivate others with attitude and actions. Set a high standard for excellence and innovate and foster positive change. Model and support a good team working environment and encourage and remain open to exploring new ideas and innovative changes. Provide active ongoing advocacy and support for UC ANR programs.
- Oversee development, operation, and maintenance of IREC including buildings, grounds, agricultural land, equipment, personnel matters, construction projects, and environmental health and safety matters
- Follow UC ANR policies as required to implement all program activities.
- **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:** Successfully secures county resources, 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 UCCE.

- **Academic, Research, and Administrative Staff:** Demonstrates concern for all staff; effectively manages 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.
- Manage the Center's project proposal, review, and resource allocation (RAC) process.
- Coordinate and assist researchers at the Center to conduct applied research to resolve significant issues and to test new technologies and practices.
- Ensure that the center's research and educational facilities are equipped and administered in support of field research and that individual facility operations are in compliance with applicable federal, state, and local regulations, and University and Division policies.

Academic Program (45% Agronomy & Pest Management Advisor)

○ **Technical Competence & Impact**

- Ensure clientele needs are assessed, and develops program goals to successfully meet clientele needs, in alignment with UC ANR's statewide Strategic Vision and initiatives.
- Conduct applied research designed to solve locally relevant problems and monitor related changes.
- Maintain and promote UC ANR's credibility by providing science-based knowledge and skills independent of personal or parochial interests.
- Represent UC ANR locally in a professional manner.
- As relevant, oversees delivery of UC ANR statewide programs at the local level; works with staff to ensure that outcomes and impacts are measured and communicated.

○ **Communication**

- 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.
- Evaluate programs and report accomplishments, results, and potential or actual impacts to scientific and lay audiences.
- Foster an increased understanding of UC ANR's Cooperative Extension's research and education programs in clientele, the public and policy makers.
- Effectively use online communication methods and associated software programs to support research and instruction.
- Actively advocate for UC ANR program awareness and support.

○ **Collaboration, Teamwork & Flexibility**

- Develop collaborative teams with other UC ANR academics, campus-based specialists and faculty and/or others, to address priority issues for UC ANR.
 - Act as a facilitator in the public policy arena to effectively bridge divergent interests around issues that impact subjects within the UC ANR purview.
 - Interact with UC ANR Program Teams, specialists and others within the research/extension network to develop, strengthen and expand program goals.
 - Participate in UC and UC ANR leadership, through committees, task forces and other formal or informal structures.
 - Serve the California public by participating in activities of public agencies and organizations.
 - Interpersonal Relationships: Be an effective listener and communicator, take responsibility for our own actions, motivate others, keep commitments and cultivate political and industry support for UC ANR.
 - Build relationships to work with diverse populations and acclimate to varying circumstances.
- **Professional Development & Lifelong Learning**
 - Participate in professional organizations and collaborate with federal, state and county governmental agencies, non-government organizations and others by providing independent science-based information and leadership.
 - Maintain a program of continuous self-improvement by participating in in-service training, seminars, workshops, work group & program team meetings, short courses, professional society meetings and other relevant opportunities.

AFFIRMATIVE ACTION

- Comply with all applicable federal and state laws and regulations, and all University policies regarding affirmative action, including prohibition of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, physical or mental disability, age, veteran status, medical condition, ancestry or marital status.
- Promote, in all ways consistent with other responsibilities of the position, accomplishment of the affirmative action goals established by UC ANR.
- Take all measures necessary to assure any employee or volunteer workers supervised by this position fulfill their affirmative action responsibilities.
- Develop a statement of program mission and definition of potential program clientele that embody a commitment to serve diverse ethnic and gender groups.
- Plan and conduct programs in such a manner as to provide equitable service to all ethnic and gender groups that comprise the potential clientele population for the program.
- Identify any barriers to clientele participation related to ethnicity, gender, or other characteristic of concern under the University's affirmative action policies and take corrective action as needed to remove such barriers.
- Collect, and keep current, demographic data identifying the ethnic and gender distribution of the potential clientele populations for the program and describing other characteristics of the population relevant to the pursuit of the Division's affirmative action goals.

- Compile and maintain documentation of service to each ethnic and gender group within the clientele population served by the program, including statistical records of clientele contacts, quantitative evaluations of benefits realized by clientele and reports of any special efforts to serve under-represented groups.

RELATIONSHIPS

Administratively responsible to Vice Provost of Research and Extension for the conduct of the UC ANR program(s).

QUALIFICATIONS

Master of Science degree in an agricultural, biological, or natural resources science from an accredited college or university is required. Experience working on and/or managing a research and extension center is highly desired. Demonstrated competence in personnel management and management of budgets is required. A working knowledge in the fields of crop production and natural resource management is necessary. Must be able to communicate clearly, both orally and in writing, in order to plan, organize, and coordinate programs effectively. Demonstrated ability to work closely with Experiment Station and Extension personnel, public agencies, industry representatives, grower cooperators, and the public in general is essential.

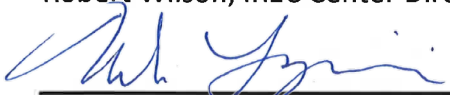
Approvals:



Robert Wilson, IREC Center Director/Advisor

9/10/2020

Date



Mark Lagrimini, Vice Provost of Research and Extension

9/10/2020

Date

ADDENDUM TO POSITION DESCRIPTION

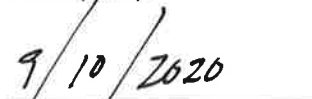
Robert Wilson
Center Director/Agronomy & Pest Management Advisor
Intermountain Research and Extension Center Tulelake
Effective Date: August 2019 to June 30, 2021

Serve as Interim UCCE Siskiyou County Director (10% time commitment with a 10% reduction in IREC Director Administrative Role) with the following responsibilities:

- Leadership: Provide active, ongoing support for the UC ANR county based programs.
- Local Delivery of Programs: Represent UCCE programs in a professional manner: ensure clientele needs are met.
- Administrative Policy: Understand and uniformly apply UC and County policies.
- Budget: Successfully secure county resources. Maintain effective working relationships with internal and external partners to form strong support networks for UCCE.
- Academic, Research, and Administrative Staff: Demonstrate concern for all staff: effectively manage all personnel supervision, oversight, annual evaluations, merits and promotions, and take appropriate disciplinary actions.
- Affirmative Action: Provide support for UC's affirmative action policy.



Robert Wilson, IREC Center Director and CE Advisor



Date



Mark Lagrimini
Vice Provost of Research and Extension

9/11/2020

Date