

POSITION VACANCY ANNOUNCEMENT

**University of California Cooperative Extension
Division of Agriculture & Natural Resources**

**County Director and Center Director
Imperial County Cooperative Extension/ Desert Research and Extension Center**

Location: El Centro, California

Closing Date: **To assure full consideration, application packets must be received by January 23, 2009 (Open until filled).**

The Office of the Vice President-ANR invites applications and nominations for the joint County Director for Imperial County and Director for Desert Research and Extension Center (DREC) appointment. The appointment will be a joint Director (80%) and program (CE Advisor) (20%) assignment subject to the standard administrative review of the continuing need for the position and the incumbent's performance. Compensation will be based upon applicable experience and qualifications, plus an annual stipend. Appointment to the County Director/Center Director position will be subject to mutual agreement between Regional Director of the Central Coast and South Region and Research and Extension Center Administration. The incumbent will maintain their ANR academic appointment if they are a current ANR employee.

BACKGROUND: Imperial County has 550,000 acres of irrigated farm land with over 500 family-owned farms producing a gross farm gate value of approximately \$1.4 billion annually. There are approximately 100,000 acres of vegetable crops, 350,000 acres of field crops, 75,000 acres of seed and nursery crops and 6,000 acres of fruit crops. The climate is hot and dry, ranging from lows in the mid 30's in January to highs of 110+ in July and August. The average annual rainfall is 2.92 inches, with 25 percent average relative humidity. The mild sunny winters are perfect for vegetable production. There are approximately 175,000 residents. Imperial County extends over 4,597 square miles, bordering on Mexico to the south, Riverside County to the north, San Diego County on the west, and the State of Arizona on the east. The terrain varies from 235 feet below sea level at the Salton Sea to 4,548 feet at Blue Angel Peak.

The Imperial County Cooperative Extension Office is co-located with the UC Research and Extension Center with a dedicated state-of-the-art laboratory facility.

NATURE AND PURPOSE: Cooperative Extension and the Desert Research and Extension Center are responsible for providing opportunities for collaboration, integration and delivery of research and extension programs relevant to Imperial County and the wider region. The County Director/Center Director position is an 80% administrative assignment with a programmatic assignment of 20% in the discipline of the person selected. The County Director is responsible for leadership, direction, and supervision of the academic and program staff within the county. The Center Director will provide University of California researchers and educators with managed and sustainable resources to conduct quality research and extension programs on high-priority statewide and regional issues. As County Director/Center Director, the incumbent will

administer personnel, staff development, budget, liaison activities, and physical facilities. The incumbent will maintain relationships with outside agencies, governing bodies and community organizations and clientele; provide and promote coordination and collaboration with campus-based and county-based researchers to facilitate the successful delivery of research and educational programs at the Center and County.

County Director is a 40% administrative assignment. Imperial County's current county support budget is \$445,000. The County Director will supervise six academic advisors and oversee a support staff consisting of staff research associates, clerical staff and volunteer program staff.

Center Director is a 40% administrative assignment. The Center has an annual budget of approximately \$750,000, encompasses approximately 225 acres of land, and maintains more than 18,000 square feet of buildings. There are currently 16 career staff employees with additional seasonal labor and support staff. The Center supports a wide range of research and extension activities conducted by academics from the local Cooperative Extension County offices as well as from the Davis and Riverside campuses. The Center supports more than 40 research projects annually and manages a premier outreach program called "Farm Smart" which hosts educational tours for youth and senior citizens.

As with all UC ANR academic administrators, the incumbent is expected to maintain academic program activities. The academic program activities as CE Advisor include applied research and extension programs relevant to the issues of Imperial County and the overall goals of the Center.

MAJOR DUTIES AND RESPONSIBILITIES:

- In cooperation with both academic and support staff, direct a Cooperative Extension education and research program that meets the needs of the county and builds the knowledge base in the disciplines represented.
- Provide leadership and direction for the management of the County and Center including prioritization and allocation of financial and human resources, long-range facility planning and development, and space planning and allocation.
- Provide leadership, counsel, and coordination of planning and evaluation efforts.
- Advise, guide and counsel academic staff as they develop position descriptions, goals and objectives, and plans of work for the programs in their areas of assignment.
- Encourage and assist all staff in program and career development; provide orientation for new staff members.
- Act as Department Head within county government; act as liaison with county departments and other public and non-profit agencies to foster understanding and support for the Cooperative Extension program.
- Supervise the management of business and financial activities of the Center and County including accounting, payroll, purchasing, inventory, business contracts and agreements, and sale of farm commodities.
- Prepare, justify, maintain and/or augment county funds to adequately support the objectives of the UCCE programs.
- Administer University and county funds, grants and contracts according to University and county policies.

- In accordance with University and county policies, secure, organize and maintain all supplies, facilities and equipment necessary to implement programs. Seek additional resources for program enhancement, as needed.
- Assure understanding of and compliance with University and county policies.
- Participate in regional and statewide ANR committees, workgroups and meetings, to ensure strong linkages and effective communications between UCCE Imperial, the Regional Office, REC system, ANR administration and appropriate UC campus departments.
- Manage the Center research project proposal, review, and resource allocation process; coordinate and assist researchers at the Center to conduct applied/adaptive research to resolve significant issues and to test systems of selected technologies and practices.
- Develop, encourage, and lead opportunities at the Center for non-formal education of end users, intermediate users, and the general public.
- Ensure efficient and effective farming, greenhouse and other research support activities include the rotation and uniform cropping systems required to provide and maintain land suitable for research.

RELATIONSHIPS: The County Director assignment is administratively responsible to the Director of the Central Coast and South Region, whereas the Center Director assignment is administratively responsible to the Research and Extension Center System Director. The incumbent will maintain communication and working relationships with CE Specialists, Agricultural Experimental Station faculty and researchers, and other co-workers. Interact with County Directors, Department Chairs, Program Leaders, UC faculty and Specialists, and other UC and County Administrators.

AFFIRMATIVE ACTION: Implement efforts to ensure nondiscrimination in program identification and delivery. Promote and encourage maximum participation of minorities, women and other under-served groups. Include outreach objectives as a component in planning, implementation, and evaluating program efforts. Establish and update statistical data pertaining to populations served, and to be served, by programs. Record, document, and report outreach plans, goals, activities, progress and results, and submit required activity reports as scheduled. Monitor the performance of all staff with regard to affirmative action responsibilities, identify areas of deficiency and develop and implement specific corrective action plans as needed.

EDUCATION AND EXPERIENCE: A minimum of a **Master's** degree with a background in a discipline related to the mission of UCCE is required. Experience in conducting applied research and education programs is required. It is preferred that the incumbent has a current education/extension/research program consistent with the Center's research and outreach emphases. Suggested disciplines are: agronomy, weed science, small grains, biofuels, or feedlot cattle management, among other relevant foci.

Experience with Cooperative Extension county-based programs is preferred. Successful administrative experience must be demonstrated. The applicant must be able to:

- Demonstrate ability to lead academic programs, supervise staff, implement policies and procedures, and secure funding.
- Have strong interpersonal skills to establish and maintain positive working relationships

with clientele, agency and ANR colleagues

- Have excellent oral and written communication skills
- Have competence in standard computer applications, internet, and educational uses of computers.
- Have demonstrated personnel management skills.
- Have demonstrated supervisory experience.

Applicants for senior level positions will also be required to have a publication record that demonstrates outstanding research and a demonstrated potential for administrative and programmatic leadership. The successful candidate will be expected to develop an extramurally-funded research program; forge strong interactions with local county partners and clientele, as well as UC colleagues; contribute to core research and extension goals established within ANR; and assist in establishing an innovative multi-disciplinary program in their field of expertise.

A background investigation will be required for the successful candidate, including fingerprinting and a criminal history clearance by the Department of Justice and the Federal Bureau of Investigation.

SALARY: Beginning salary will be in the Cooperative Extension Advisor series, commensurate with applicable experience and professional qualifications.

The Advisor position is an academic career-track appointment. Prior to the completion of the initial appointment, the position and the incumbent's performance will be reviewed. If the review reflects a continuing need for the position and the incumbent's performance is judged to be of high quality, the incumbent will be offered a second definite term appointment of two years, subject to renewal based on the same criteria. After a maximum of three such consecutive definite term appointments, a decision, based upon the above criteria, will be made whether or not to offer an indefinite appointment.

If the successful candidate is currently a UCCE Advisor, the candidate will be offered the position as a lateral transfer, retaining their current rank, step, salary, and definite or indefinite status.

BENEFITS: The University of California offers comprehensive benefits including two days per month paid vacation, one day per month paid sick leave, and approximately thirteen paid holidays per year. ANR is part of UC's Family-Friendly Policies. A variety of health and dental insurance plans are available, with employer contributions to the premiums. In addition, the University provides basic life and disability insurance, which may be supplemented at group rates. Workers' Compensation Insurance is provided. An excellent UC Retirement System is coordinated with social security, and optional annuity plans may supplement retirement. Automobile insurance is available. Sabbatical and study leaves are available. For more information, refer to the UC Benefits website at: <http://atyourservice.ucop.edu>.

INTERVIEWS: A search committee will review all applications and associated materials, interview candidates, and recommend individuals most suitable for the position. Candidates will be asked to come to Imperial County for an interview and seminar presentation. Travel expenses

for interviews will be reimbursed according to University of California policy.

HOW TO APPLY:

To be considered, applicants must submit the following components of the Application Packet:

- Cover letter indicating interest in the position;
- UC-ANR Application for Academic Employment Form which can be downloaded in PDF format from <http://ucanr.org/jobs.cfm>;
- Resume.
- Please do not send letters of reference. If you are selected for an interview, the search committee will contact the references you listed on the UC-ANR application form [a minimum of four (4) and a maximum of (6) names, current addresses, phone numbers and e-mail address]
- Send nomination or application materials via hard copy, e-mail or fax to Karen Ellsworth, ANR Research and Extension Centers, One Shields Avenue, Ag Field Stations Bldg, Davis, CA 95616-8593; Fax to (530) 752-1391; e-mail to kaellsworth@ucdavis.edu. Telephone (530) 752-0128.