



DIRECTOR, HANSEN TRUST

Agriculture and Natural Resources

University of California



DIRECTOR, HANSEN TRUST, University of California – Academic Administrator

Job Number: **AREC 08-02**

This position is in the Academic Administrator series. Offer commensurate with qualifications and experience. If applicable, the appointee may maintain his/her current ANR academic appointment (0%). Due to the critical nature of this position, successful completion of a background check is required. Location: Santa Paula, Ventura County, California

CLOSING DATE: Open until filled. For full consideration, review of applications will begin October 19, 2008 and continue until the position is filled. The University anticipates filling this position on or before December 2008.

The University of California (UC) Division of Agriculture and Natural Resources (ANR) is seeking a recognized leader to be Director for the UC Hansen Trust. The mission of the UC Hansen Trust is "to sustain agriculture in Ventura County through research and education to benefit the community as a whole." The Trust provides a unique opportunity to focus on issues relating to the long-term viability and sustainability of agriculture in a specific geographic area, while providing benefits to the region and beyond. The UC Hansen Trust Endowment has an annual budget of approximately \$1 million dollars. The Trust includes several educational and grants programs, and operates the Hansen Agricultural Center, a 27-acre historic farm now used to facilitate educational programs and research.

The UC Hansen Trust Director reports to ANR's Assistant Vice President - Programs. Responsibilities of the Director include 80% administration and 20% academic program activities. Duties include: efficiently utilize the income from the Endowment to achieve the mission and goals of the UC Hansen Trust, with guidance from the Hansen Trust Advisory Board; work jointly with ANR academics and staff, and specifically UC's Ventura County Cooperative Extension (CE) office, to plan and develop collaborative research and educational programs and integrate programs and activities with CE staff; provide leadership and organizational support to the University research, outreach, and extension efforts related to the agricultural issues affecting Ventura County; submit and oversee an annual budget; provide leadership, direction and oversight to the UC Hansen Trust staff and all Trust programs and facilities; plan, develop, and oversee implementation of new programs and construction of capital projects; conduct research, extension and educational programs highly relevant to local and regional agricultural sustainability issues; and assume a highly visible leadership role in the agricultural community and the community at large in the arena of agricultural sustainability issues affecting the County.

Qualifications: Required: Minimum of a Master's Degree or equivalent in an applied agricultural discipline. Minimum of two years of experience managing a multi-disciplinary academic program is required. Applicants should have demonstrated excellence in leadership, staff motivation and linkage with diverse stakeholders and an exceptional ability to work effectively with people, to communicate orally and in writing and to work independently. Preferred: A Ph.D. or other relevant advanced degree is strongly preferred; significant training and practical experience in California agricultural production systems and the array of issues surrounding sustainable agriculture; and experience in Cooperative Extension or a similar educational organization.

To Apply: Please send nominations or application materials via e-mail or hard copy to: **Geralyn Unterberg, Office of the Associate Vice President, Agriculture and Natural Resources, 1111 Franklin Street, 6th Floor, Oakland, CA 94607-5200; e-mail: geralyn.unterberg@ucop.edu; (telephone) 510-987-0027.** Application materials must include: (1) A letter describing the candidate's interest in and qualifications for the position; (2) Completion of an ANR academic application form (go to: <http://ucanr.org/jobs.shtml> to download the form or contact Geralyn Unterberg). Please include the names, addresses, and telephone numbers of at least five professional references who can address the candidate's professional preparation and experience; (3) A curriculum vitae; and (4) A publication list and other relevant materials. An expanded position description is also available at the ANR Web site: <http://ucanr.org/jobs.shtml> or from Geralyn Unterberg. Closing Date: Review of all applications will begin October 19, 2008 and will continue until the position is filled.

Affirmative Action, Equal Opportunity Employer



Director, Hansen Trust #AREC 08-02

**Agriculture and Natural Resources
University of California**

#AREC 08-02 Director, UC Hansen Trust Location: Santa Paula, Ventura County, California

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- Offer commensurate with qualifications and experience.
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- Due to the critical nature of this position, successful completion of a background check is required.

Position Description

NATURE AND PURPOSE:

The University of California (UC) Division of Agriculture and Natural Resources (ANR) is seeking a recognized leader to be Director for the UC Hansen Trust. The mission of the UC Hansen Trust is “to sustain agriculture in Ventura County through research and education to benefit the community as a whole.” The Trust provides a unique opportunity to the University of California to focus on issues relating to the long-term viability and sustainability of agriculture in a specific geographic area, while providing benefits to the region and beyond. The UC Hansen Trust has an annual budget of almost \$1 million dollars and is projected to grow significantly in the near future. The Trust has a number of educational and grants programs, and operates the Hansen Agricultural Center, a 27-acre historic farm now used to facilitate educational programs and research.

The Director is expected to:

1. Efficiently utilize the income from the endowment to achieve the mission and goals of the UC Hansen Trust, with guidance from the Hansen Trust Advisory Board.
2. Work jointly with ANR academics and staff, and specifically UC Cooperative Extension (CE) in Ventura County, to plan and develop collaborative research and education programs and, to the greatest extent possible, integrate programs and activities with CE staff.
3. Provide leadership and organizational support to the University research, outreach, and extension efforts related to the agricultural issues affecting Ventura County.
4. Review and present annual budget for approval by the UC Vice President - Agriculture and Natural Resources.
5. Provide leadership, direction and oversight to the UC Hansen Trust staff and all Trust programs and facilities. Plan, develop, and oversee implementation of new programs and construction of capital projects.
6. Conduct academic programs highly relevant to local and regional agricultural sustainability issues.
7. Assume a highly visible leadership role in the agricultural community and the community at large in the arena of agricultural sustainability issues affecting the County.

MAJOR RESPONSIBILITIES:

I. Academic Administration (80%)

1. Initially using the UC Hansen Trust 2010 Plan as a general framework, develop annual and long-range plans for the UC Hansen Trust. Utilize input from the UC Hansen Trust Advisory Board, and from relevant individuals, agencies and organizations, including UC Cooperative Extension in Ventura County, to translate the vision of Thelma Hansen and the goals of the Trust into plans and programs.
2. With input from the staff, UC Hansen Trust Advisory Board, and Cooperative Extension, identify research and educational program needs and develop programs to achieve goals. Facilitate and supervise program implementation, making day-to-day program decisions. Periodically evaluate and review as needed to maintain and enhance program effectiveness and efficiency.
3. Represent the program and act as liaison with growers, media, education and policymaking groups and other individuals as needed to promote the goals of the program.
4. Lead planning and implementation of site development of the Hansen Agricultural Center. Coordinate input from the Hansen Trust Advisory Board, Cooperative Extension and other parts of ANR, the community, multiple stakeholder groups and consultants.
5. Responsible for administering or assisting in the administration of business contracts and agreements for architectural, contractor, and other professional services, including project monitoring and inspection, negotiating changes, and acceptance of work.
6. Through supervision of the Center Superintendent, oversee the operation and maintenance of Center facilities and equipment. This includes the efficient operation and maintenance of buildings, grounds, cultivated land, equipment, and infrastructure, as well as the development of long- and short-term plans for facility and equipment capital needs. Ensure appropriate

- records are maintained. Provide analysis and make decisions concerning facilities.
7. Lead the Center's on-site research support to provide high-quality service and facilities for research and extension programs. Establish and implement a system to prioritize and allocate land, labor, and other resources at the Center.
 8. Oversee the financial and business operations of the Trust through direct supervision of the Management Services Officer (MSO).
 9. Responsible for the overall human resource management of UC Hansen Trust staff. Responsible for creating and sustaining a collaborative and positive team environment. With cooperation of the MSO, the Director will develop long-term staffing plans and organizational plans as needed.
 10. Oversee development, implementation and monitoring of internal policies and procedures. Ensure that all Trust expenditures, activities and relationships are consistent with the mission, vision, and purpose of the Trust as it was established. Responsible for compliance with all University policies and procedures and federal, state, regional, and local laws and regulations.
 11. Responsible for overseeing the Center's environmental health and safety programs, ensuring compliance with University policy and procedures, and federal, state, regional, and local laws and regulations. Responsible for maintaining a safe working environment.
 12. Through interaction with industry, campus departments, and Cooperative Extension, assist in establishing program priorities, resource planning and development, and coordination of efforts to encourage use of the Center's resources and facilitate the successful delivery of research and educational programs at the Center.
 13. Coordinate grant review committees and facilitate a fair and effective review process for UC Hansen Trust grants. Provide leadership for planning and coordinating applied research activities relevant to the Center with researchers and research grant committee members. Encourage interdisciplinary collaboration. Develop and administer grant contracts, monitor progress, and authorize changes in grants awarded by the UC Hansen Trust.

II. Academic Program Activities (20%)

A. Extending Knowledge and Information, and Applied Research and Creative Activity

1. Plan, conduct, and publish results of applied research or creative activity designed to resolve significant issues related to sustainability of Ventura County agriculture independently, or more commonly, in collaboration with ANR personnel, clientele group members, other public sector agencies, and private sector organizations.
2. Plan, develop and conduct educational outreach programs to extend research-based information through field days, workshops, publications and other means.
3. Manage a complex array of diverse programs with multiple stakeholder groups, including growers, K-12, the general public, and policymakers. Develop, encourage, and lead opportunities at the Center for non-formal education of stakeholders and the general public including planning, organizing, and conducting field days, other meetings, and tours; and providing media coverage of Center activities and events; and interacting with diverse segments of the public.

B. Professional Competence and Activity

1. Network with relevant groups, organizations, scientists, and colleagues locally, regionally, statewide, nationally, and internationally as appropriate to maintain professional growth and upgrade competency, especially in areas pertaining to agricultural sustainability. Participate in collaborative efforts that support Trust goals.
2. Participate in appropriate professional societies and other educational organizations including serving on committees.
3. Participate in in-service training and workgroup training.
4. Review and facilitate research proposals, journal manuscripts, and publications related to activities at the Hansen Trust and area of expertise.

C. University and Public Service

1. Provide University of California researchers and educators with managed and sustainable resources to conduct quality research and extension programs on high-priority issues for the agricultural community.
2. Develop and coordinate efforts to encourage the use of the Trust's resources as an educational endeavor by area schools, colleges and other educational groups.
3. Coordinate and participate (as appropriate) in various Hansen Trust Advisory Board committees.
4. Participate in University committees, workgroups and planning groups as applicable.
5. Represent the University as a resource and contact person to industry leaders, producers, non-University of California researchers and the general public. Maintain liaison and respond to regulatory, state and federal agencies, external groups, industry organizations and the mass media on issues related to research and education projects at the Center and in areas of expertise.
6. Manage the continually evolving relationship between the UC Hansen Trust and Ventura County Cooperative Extension to best further the missions of both entities and the University of California.

RELATIONSHIPS

A. Organizational

The UC Hansen Trust Director reports to ANR's Assistant Vice President - Programs. The Director directly supervises the Management Services Officer and the Center Superintendent.

B. Coordinating

1. Internal: The UC Hansen Trust Director will develop and maintain a close, collaborative working relationship with the County Director of UC's Ventura County Cooperative Extension office. The UC Hansen Trust Director works in coordination with UC Cooperative Extension advisors and campus-based researchers and CE Specialists to plan and conduct research and educational

activities that reach multiple stakeholder groups in Ventura County. The UC Hansen Trust Director solicits input from the UC Hansen Trust Advisory Board and the UC Hansen Trust staff to plan programs and develop policies.

2. External: The UC Hansen Trust Director maintains relations with personnel in other appropriate governmental agencies (city, county, state, and federal), and cooperates with local community groups, organizations, educational institutions and individuals in the coordination of programs. The UC Hansen Trust Director is also responsible for maintaining relationships with researchers beyond the University of California system, and facilitating research and other activities that are in support of the UC Hansen Trust mission.

QUALIFICATIONS

- A. A minimum of a Master's Degree or equivalent in an applied agricultural discipline. A Ph.D. or other relevant advanced degree is highly desirable. A minimum of two years related experience managing a multidisciplinary academic program is required. Applicants should have demonstrated excellence in leadership, staff motivation and successful management. Significant training and practical experience in California agricultural production systems and the array of issues surrounding sustainable agriculture is preferred. Experience in Cooperative Extension or a similar educational organization is desirable.
- B. The Trust Director must have the ability to assess the needs of diverse stakeholder groups and to meet those needs through research and educational programs. Significant success in developing research and educational programs is desirable. An exceptional ability to work effectively with people, to communicate orally and in writing, and to work independently is necessary.

AFFIRMATIVE ACTION

- A. 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 (as defined in Section 12926 of the California Government Code), ancestry, or marital status.
- B. Promote, in all ways consistent with the other responsibilities of the position, accomplishment of the affirmative action goals established by the Division.
- C. Take all measures necessary to assure that any employees or volunteer workers supervised by this position fulfill their affirmative action responsibilities.

- D. Develop, with the concurrence of the UCCE County Director and Regional Director, a statement of program mission and definition of potential program clientele that embody a commitment to serve diverse ethnic and gender groups.
- E. 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.
- F. 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.
- G. Collect, and keep current demographic data identifying the ethnic and gender distribution of the potential clientele population(s) for the program, and describing other characteristics of the population relevant to the pursuit of the Division's affirmative action goals.
- H. 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 and qualitative evaluations of benefits realized by clientele, and reports of any special efforts to serve underrepresented groups.

TO APPLY:

Please send nominations or application materials *via email or hard copy* to:

Geralyn Unterberg
Agriculture and Natural Resources
1111 Franklin Street, 6th Floor
Oakland, CA 94607-5200
email: geralyn.unterberg@ucop.edu
telephone: 510-987-0027

Application materials must include:

- (1) A letter describing the candidate's interest in and qualifications for the position.
- (2) Completion of an ANR academic application form (go to: <http://ucanr.org/jobs.shtml> to download the form or contact Geralyn Unterberg). Please include the names, addresses, and telephone numbers of at least five professional references who can address the candidate's professional preparation and experience.
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