

**Job
Title**

County Director (ADMIN MGR 1)

Job ID21151

LocationMORENO VALLEY

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How to Apply

Review the job posting and click the external applicant link to apply.

You must register to apply for a job or create a job search agent profile. Once you have selected to apply for a job online, click the 'Register Here' link and follow the steps to create the account. The system will not prompt you to register until you try to apply for a job online.

Employment applications must be submitted online through our careers site. Please note, we do not accept resumes or applications by email or on paper.

About Us

Since 1914 UC Cooperative Extension has been the bridge between local issues and innovative answers through the power of UC research.

Our advisors, specialists, faculty, and staff are committed to these principles:

- Connecting Californians to their University
- Being a leader to bring science-based solutions
- Providing information that is trustworthy and not biased
- Providing research that is practical to use
- Addressing the local concerns of communities
- Inviting the participation of all concerned stakeholders
- Serving where private industry cannot or will not

UC ANR's work makes a difference in the lives of all Californians.

Job Description

The Area County Director is responsible for the coordination and overall operation of University of California Cooperative Extension (UCCE) programs in Riverside, Orange, and San Bernardino Counties. Responsibilities include providing oversight of UCCE educational and applied research programs; providing direction and leadership to UCCE academic and support staff; maintaining effective communication within UC and county government; securing adequate UCCE county budgets; maintaining positive working relationships with partnering public and private agencies; and expanding collaborations and funding sources. The Area County Director

will increase the visibility of UCCE by communicating the positive impacts and benefits realized by the citizens and workforce of the local counties, region and state through the activities and contributions of local UCCE programs.

UCCE is administered by the University of California, Division of Agriculture Natural Resources (UC ANR), who, in partnership with federal, state, local, and private resources, bridges the gap between local issues and the power of UC research through its agriculture, natural resources, youth development and nutrition programs. UCCE academics, staff, and volunteers live and work in the communities they serve, helping identify, respond to, and resolve local challenges with the backing of campus-based specialists and Agricultural Experiment Station (AES) faculty. UC ANR connects Californians to UC, leading the way to science-based solutions.

The Director will provide transformational leadership that will serve as a model for UCCE throughout California and the U.S.

To learn more about existing UCCE programs in these vibrant counties, please visit: <http://ceriverside.ucanr.edu/>, <http://cesanbernardino.ucanr.edu/>, <http://ceorange.ucanr.edu/>.

Statement of Contributions to Diversity: Please submit a 1-page Statement of Contributions to Diversity addressing past and/or potential contributions to diversity through personal experience, teaching, research, extension, professional activity, and/or service. This should be submitted under other attachment and include how you would ensure that all potential clientele have access and benefit from your county programs.

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

Salary - Min \$83,100/year to Mid \$122,600/year

Job Posting Close Date - This job posting will close on 08/22/2021.

Key Responsibilities:

45%	Administration: 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 adequate 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.
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	<p>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.</p> <p>Develop an organizational structure that optimizes the use of human resources and skills in the counties.</p> <p>Participate in the development of vacancy announcements, recruitment, and retention of advisors and staff.</p> <p>Provide oversight, direction, and leadership for UCCE educational and applied research programs.</p> <p>Provide oversight for staff evaluations.</p> <p>Understand and uniformly apply UC and county administrative policies.</p> <p>Provide useful and timely feedback.</p> <p>Take disciplinary action following UC and county procedures, if necessary.</p> <p>Set and communicate reasonable deadlines to UCCE academics and staff for required reports and records.</p> <p>Demonstrate and promote a commitment to Affirmative Action and diversity, equity, and inclusion within and through all UCCE programs.</p>
<p>25%</p>	<p>Communication:</p> <p>Maintain effective communication within the University and county government, recognizing the unique attributes of each county and the relationship with UCCE.</p> <p>Maintain and nurture positive working relationships with UCCE academics and staff.</p>

	<p>Maintain positive working relationships with public and private agencies within all three counties.</p> <p>Provide active, ongoing advocacy and support for UC ANR programs.</p> <p>Represent UC as a resource and contact person to industry leaders, producers, academics in other institutions, and the general public.</p> <p>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.</p> <p>Participate in regular County Director teleconferences and face-to-face meetings in Davis.</p> <p>Conduct academic/staff meetings in each county on a regular schedule.</p>
15%	<p>Collaboration, Teamwork and Flexibility:</p> <p>Provide support, advice, and motivation for UCCE advisors and staff in all three counties.</p> <p>Encourage multidisciplinary collaborations across UCCE programs.</p> <p>Convene an 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.</p> <p>Coordinate activities and programs with other County Directors as needed.</p>
10%	<p>Professional Development and Lifelong Learning:</p>

	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.
5%	Government Affairs: Communicates needs, successes, and opportunities with Government Affairs staff. Collaborate with Government Affairs staff to build relations in state government.

Special Conditions of Employment:

Must possess valid California Driver's License to drive a County or University vehicle. Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required.

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.

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.

Requirements:

- Master's degree in related area is encouraged and/or equivalent level of training and experience, though other advanced degrees are encouraged. Related disciplines could include: natural resources, community development, sociology, business.
- Strong background and/or working knowledge of agriculture and/or natural resources, program management and Cooperative Extension, in more urbanized counties.
- Understanding of the UC ANR mission.
- Demonstrated administrative leadership and personnel management expertise.
- Proven conflict resolution expertise.
- Experience managing multidisciplinary teams.
- Experience and proven track record in budget and financial management, facilities planning and administration and technology management.
- Strategic planning, analytical, and program evaluation skills.
- Advanced understanding of administrative operations, human resources management, and facilities planning.
- Advanced leadership and/or management skills.
- Demonstrated supervisory skills that motivate and develop staff.
- Ability to achieve goals through promoting collaboration and teambuilding.
- Excellent written, oral and interpersonal communication skills.
- Demonstrated effectiveness working with elected officials.

- Demonstrated political astuteness.

Preferred Skills:

- Working knowledge of County governmental and non-governmental organizations.
- Effective communication skills in Spanish or other languages are desirable.

Affirmative Actions

This position will promote, in all ways consistent with the other responsibilities of the position, accomplishment of the Affirmative Action goals established by the Division.

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, gender expression, national origin, disability, age or protected veteran status. If you have questions, please email the Human Resources Department.