

University of California
Agriculture and Natural Resources

POSITION VACANCY ANNOUNCEMENT

University of California Cooperative Extension Division of Agriculture and Natural Resources

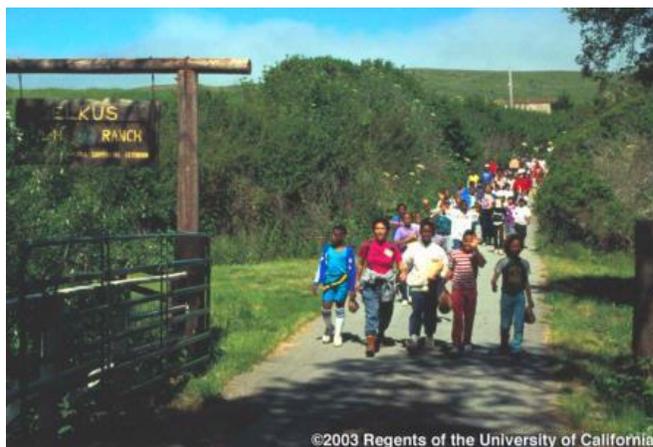
**Area Cooperative Extension Advisor - 4-H Youth Development
Serving San Mateo and San Francisco Counties
and County Director for UCCE San Mateo and San Francisco Counties
AP #16-17**

Location Headquarters: Half Moon Bay, San Mateo County, California

SUBMISSION DATE: To ensure full consideration, submit materials by January 6, 2017. Those received after January 6, 2017 may be considered if the position has not yet been filled. (open until filled)

POSITION PURPOSE: The Area Cooperative Extension (CE) advisor for 4-H Youth Development will conduct a multi-county based extension, education and applied research program to develop, implement, evaluate, strengthen and expand local UC 4-H Youth Development (4-H YD) programming and better serve under-represented populations in San Mateo and San Francisco Counties. The primary focus of this position is to improve youth health and wellness using a holistic approach that leverages University of California's Division of Agriculture and Natural Resources (UC ANR), community, and individual assets and integrates across nutrition, health, environmental, human and agricultural systems. In particular, the CE advisor will develop applied research projects, programs and strategies to empower youth and positively impact youth, family and community health. The CE advisor is uniquely situated for this work with access to Elkus Ranch that provides a location and support for collaboration, integration and delivery of research and extension programs relevant to San Mateo and San Francisco Counties.

The **County Director** is responsible for the coordination and overall operation of Cooperative Extension programs in San Mateo and San Francisco Counties. Cooperative Extension and Elkus Ranch are a single administrative, research and programmatic unit. Responsibilities include leadership and oversight of all CE extension and research programs, effective management and supervision of all staff and academic personnel including oversight, evaluation (annual evaluations, merit and promotions), mentoring,



coaching and discipline; maintaining effective communication with the University and San Mateo and San Francisco Counties, maintaining and enhancing San Mateo and San Francisco County CE budgets, developing and maintaining good working relationships with public and private agencies including San Mateo and San Francisco Counties.

BACKGROUND: University of California, Division of Agriculture and Natural Resources, is the statewide division of the University of California that administers Cooperative Extension, which is responsible for local program development and delivery throughout the state of California. University of California Cooperative Extension (UCCE) is a network of colleagues with a focus on research, education programs, and outreach to resolve local challenges in communities where they live and work. UC ANR is the bridge between local issues and the power of UC Research. UC ANR's CE advisors, CE specialists and Agricultural Experiment Station (AES) faculty develop and deliver practical, science-based solutions that contribute to healthy food systems, healthy environments, healthy communities, and healthy Californians. To learn more about existing UCCE programs in these vibrant communities, visit: <http://ucanr.edu/sites/cesanmateo/>.

Our priorities in research, education, service, and resource allocation are guided by the UC Strategic Vision [http://ucanr.edu/About ANR/Strategic Vision/](http://ucanr.edu/About%20ANR/Strategic%20Vision/). There are 5 strategic initiatives that ANR is currently focusing on: Endemic and Invasive Pests and Diseases (EIPD), Healthy Families and Communities (HFC), Sustainable Food Systems (SFS), Sustainable Natural Ecosystem (SNE), and Water Quality, Quantity and Security (WQQS). This position will primarily address priorities found in the Healthy Families and Communities Strategic Initiative. The Strategic Plans for each strategic initiative can be found at <http://ucanr.edu/sites/StrategicInitiatives/>.

ACADEMIC EXPECTATIONS: All UC ANR CE advisors are responsible for performance in the areas of 1) applied research and creative activity, 2) extension of knowledge and information, 3) professional competence and activity and 4) University and public service.

Research: All UC ANR CE advisors develop and implement applied research programs to provide science-based information addressing complex issues. The focus of the applied research program will be based on a needs assessment and may include partnerships with a variety of campus and county-based colleagues. The CE advisor will provide essential leadership to address critical issues related to youth development and effective strategies to create positive changes in health and wellness, such as youth empowerment and teens as teachers' strategies. The CE advisor will develop curricula and educational resources for use in UC ANR 4-H YD programming that are aligned with statewide focus and local community needs. The CE advisor will assess UC ANR 4-H YD programs to determine outcomes and impacts on youth and volunteers. In addition to assessing measurable changes in individuals, the CE advisor will assess family and organizational as well as community change.



Extension of Knowledge: County and community partners rely on UC ANR CE advisors as a critical resource for providing research-based information across a variety of disciplines. CE advisors disseminate appropriate, science-based information to inform clientele, using extension methods that are responsive to clientele needs and appropriate for the audience and situation. Science-based

research results and other educational information will be disseminated using a variety of methods including individual consultations, presentations at partner and industry meetings, workshops, short courses, UC ANR publications, newsletters, technical reports to community partners/funding agencies, peer-reviewed journal articles, and an appropriate mix of contemporary and emerging electronic tools (such as online learning, web content systems and repositories, social media, impact and evaluation tools), along with specialized and public media outlets. Programs will be developed and carried out in collaboration with other UC ANR academics and appropriate statewide efforts including UC ANR Program Teams and Workgroups, as well as related government and community partners.

The CE advisor will be responsible for the development of new and creative approaches to develop, strengthen and expand local UC ANR 4-H YD programming that benefits youth and families. Through



collaboration and partnerships, the CE advisor will promote positive youth development, and, in turn, improve important outcomes such as: competence, confidence, character, connection, caring, contribution, science literacy, healthy living, leadership and civic engagement. Target clientele for these efforts will be youth, UC ANR 4-H YD program staff and UC ANR 4-H adult volunteers, teachers, community leaders and others involved in youth development and education. The CE advisor will develop a variety of delivery approaches for expanding the program to reach new, diverse audiences.

Professional Competence: All UC ANR CE advisors are required to demonstrate professional competence in their programmatic areas. Professional competence includes participation in training activities to enhance professional development, such as administrative trainings, professional conferences, or workshops. Professional competence also includes activities that reflect professional standing within the programmatic area, such as presenting at conferences or workshops, holding offices in professional societies, invited presentations, or reviewing/editing publications.

University and Public Service: All UC ANR CE advisors are required to actively serve the University, as well as the public. University service may occur at the local, division, state, national, or international level. Examples of potential University service activities include serving on a university workgroup or committee, providing leadership in program teams, or advocacy efforts. Public service should involve activities and events in which the CE advisor uses their professional expertise to benefit groups or efforts outside the University. Examples may include serving on external boards or councils, participating in community events, and leadership of non-University collaborative groups.

MAJOR DUTIES AND RESPONSIBILITIES:

CE Advisor Programmatic Responsibilities

- Develop and implement effective UC ANR Cooperative Extension applied research and educational programs to address the identified priority needs of the clientele that are consistent with ANR's Strategic Vision and ANR initiatives
[http://ucanr.edu/sites/StrategicInitiatives/Healthy Families - Communities/](http://ucanr.edu/sites/StrategicInitiatives/Healthy_Families_-_Communities/)
 - 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.
- Develop and implement applied research designed to monitor changes and solve locally relevant problems.
- Maintain and promote Cooperative Extension's credibility by participating in professional organizations and collaborating with government agencies, commodity groups, allied industry groups, policy makers and other organizations by providing independent science-based information and leadership.
- Evaluate programs and report accomplishments, results, and potential or actual impacts to scientific and lay audiences.
- Develop collaborative teams with other UC ANR academics, including CE specialists, AES faculty, CE Advisors and/or others, to address priority issues for UC ANR.
- Supervise staff in UC ANR 4-H YD programs and provide academic oversight to ensure compliance with federal, UC ANR, and UC ANR 4-H YDP programmatic and fiscal policies.
- Oversee implementation of the UC ANR 4-H YD Framework to ensure positive youth development occurs from an intentional process.
- Provide administrative oversight related to recruitment of volunteers and youth across ethnic groups, races and cultures.
- Lead and contribute to the design and implementation of a volunteer development and management program.
- Cultivate collaborators and donors as well as grants for research and education/project support.
- Collaborate and network with governmental agencies, youth service organizations, industry groups, schools, fairs and interested individuals.



County Director Responsibilities

- Leadership: Provide vision, inspire, and motivate others with attitude and actions; sets a high standard for excellence; innovate and foster positive change; model and support a good team working environment; and encourage and is open to exploring new ideas and innovative changes, and provide active, ongoing advocacy and support for UC ANR programs.
- Local Delivery of Statewide Programs: Represents UCCE programs locally in professional manner; ensures clientele needs are assessed, supports the development of priority program goals to successfully meet clientele needs, in alignment with UC ANR's statewide Strategic Vision and initiatives; oversees delivery of UC ANR statewide programs at the local level; works with staff to ensure that outcomes and impacts are measured and communicated; and interacts with UC ANR Program Teams, CE specialists and others within the research/extension network to develop, strengthen and expand the local delivery of statewide programs.

- **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.
- **Interpersonal Relationships:** Is an effective listener and communicator; takes responsibility for his/her own actions; motivates others; keeps commitments; and cultivates political and industry support for UC ANR.
- **Academic, Research, and Administrative Staff:** Demonstrates concern for all staff; effectively manages all 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.

RELATIONSHIPS:

The CE advisor/county director is administratively responsible to the ANR vice provost of Cooperative Extension. Programmatically, the CE advisor is responsible to the Director of the Statewide Youth, Families, and Communities Program. The CE advisor will maintain communication and working relationships with CE specialists and advisors, UC ANR State 4-H Office, Agricultural Experimental Station faculty and researchers, ANR Strategic Initiative Leaders and other colleagues.

AFFIRMATIVE ACTION: An understanding of and commitment to UC ANR's affirmative action goals and commitments is expected of all CE advisors and county directors.

EDUCATION AND EXPERIENCE: A minimum of a Master's degree is required, though other advanced degrees are encouraged, in one of the following disciplines: education, youth development, health sciences, environmental sciences, natural resources, agricultural sciences. Experience in conducting applied research and education programs with youth is required. Excellent written, oral and interpersonal communication skills are required. Experience managing and evaluating human, financial and technical resources and programs, is highly desirable. Experience effectively managing and resolving conflict is highly desirable. Extension experience, especially in youth development programming and volunteer education, is desirable.

ADDITIONAL REQUIREMENTS:

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.

This position is subject to the requirements and compliance of the California's Child Abuse and Neglect Reporting Act (CANRA). Employment within UC ANR is contingent upon securing written acknowledgement to comply with California law.

SALARY: Beginning salary will be in the Cooperative Extension Assistant up to Associate Advisor Rank and commensurate with applicable experience and professional qualifications. For information regarding Cooperative Extension advisor salary scales, please refer to the University of California, ANR website: <http://ucanr.edu/sites/anrstaff/files/250093.pdf>. In addition, an administrative stipend will

be provided in recognition of the administrative responsibilities associated with the county director role.

If the successful candidate is currently a UCCE advisor with indefinite status, the candidate will be offered the position commensurate with applicable experience and professional qualifications with eligibility to retain such indefinite status and receive an administrative stipend in recognition of the administrative responsibilities associated with the county director role.

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. This position is eligible for sabbatical leave privileges as per the terms of University policy. For more information, refer to the UC Benefits website at:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits>.

HOW TO APPLY: To be considered, applicants must submit the following four components of the Application Packet to ANRacademicsearch@ucanr.edu:

1. Cover Letter
2. ANR Academic Application Form from the ANR website at:
<http://ucanr.edu/academicapplication>

Please include a list of potential references. 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 six (6) names, current addresses, phone numbers and email addresses). Please do not send letters of reference.

3. CV or Resume
4. College Level Transcripts: Original transcripts are preferred, however, legible photocopies of original transcripts will be accepted. Transcripts must identify course work completed, grades earned, degrees conferred and confer dates.

Application and associated materials will not be returned to the applicant.

A search committee will review all applications, interview candidates, and recommend individuals most suitable for the position.

To submit your applicant packet or to request a UC ANR Academic Application form, contact:

University of California
ANR Academic Human Resources
Kim Ingram
Analyst (530) 750-1282
E-mail Address: ANRacademicsearch@ucanr.edu
Internet: <http://www.ucanr.edu/jobs>

PLEASE REFER TO POSITION NUMBER AP #16-17 IN ANY CORRESPONDENCE

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.