

UC Cooperative Extension - Director of County Cooperative Extension - Academic Administrator or Academic Coordinator III Series (25-09)

University of California Agriculture and Natural Resources

Application Window

Open date: April 14, 2025

Next review date: Wednesday, May 21, 2025 at 11:59pm (Pacific Time)
Apply by this date to ensure full consideration by the committee.

Final date: Friday, Jun 20, 2025 at 11:59pm (Pacific Time)
Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

Position description

Position Overview

The University of California, Agriculture and Natural Resources (UC ANR) invites applications for a Director of County Cooperative Extension in the Academic Administrator Series or in the Academic Coordinator III Series.

Location Headquarters: This position will be located at either the ANR headquarters in Davis, CA or a county Cooperative Extension office, should there be space available. It is expected that if the successful candidate is not physically located in Davis, travel to the Davis building will be expected one to two days per month.

Purpose & Clientele

The Director of County Cooperative Extension provides visionary leadership, mentoring and support to the University of California County Cooperative Extension offices to ensure the successful development, delivery, evaluation, and administration of local applied research and extension programming. Through the implementation of programs and applied research, UCCE purposefully and intentionally improves the economic, environmental and social conditions in all 58 counties of California. The Director connects area and county directors (UCCE Unit Directors) and their local academic, program and administrative teams to resources, professional development, policy and financial resources to ensure the cooperative extension continuum loop between the ten UC campuses and the 58 counties.

The Director provides leadership and oversight to UCCE unit directors to ensure understanding, application and implementation of the UC ANR strategic vision and statewide program/institute activities to support and strengthen UCCE units. The Director develops and coordinates professional development opportunities for UCCE unit directors related to leadership skill development, managing and supervising employees, conflict resolution, policy and reporting compliance, problem solving and celebrating successes. The Director is the primary supervisor for all UCCE unit directors and is responsible for the recruitment, on-boarding, mentoring and evaluations of this team of professionals. Primary clientele is UCCE unit directors, and secondarily their academic, programmatic and administrative employees.

Major Responsibilities

Leadership and Vision

- Lead and oversee implementation of UCCE across California.
- Set a high standard for excellence.
- Use personal knowledge and professional experience to envision the future, anticipate change, capitalize on opportunities and develop innovative options that further the strategic direction of the organization.
- Provide supervision and visionary leadership for the UCCE unit directors to inspire and motivate by attitude and actions through setting clear goals and targeted outputs.
- Model and create a positive environment that supports the success of all UCCE units and team members across California.
- Demonstrate concern for all staff; effectively manage all personnel, including direct supervision of all UCCE unit directors
- Provide coaching and guidance to UCCE unit directors in multiple functional areas, including development of local procedures and practices, academic and staff recruitment, employee and labor relations, retention, professional development, training, employee evaluation, and reporting at county, systemwide, and Federal levels.
- Support, mentor and advise UCCE unit directors in their supervision of UCCE advisors, staff, administrative professionals and any additional FTE in the unit (e.g., students, active emeritus CE advisors, and any additional academic positions working within the unit).
- Use merit, promotion, and evaluation processes to mentor, educate and provide feedback to support employee success.
- Provide leadership, mentoring and evaluation of UCCE unit directors and when appropriate other UCCE employees.
- Provide leadership to UCCE unit directors by:
 - o Conducting and supporting annual evaluations/merits/ promotions.
 - o Consulting and reviewing sabbatical leaves, emeritus work plans, professional development planning.
 - o Developing and implementing plans for coaching, corrective actions, program improvement plans, and letters of expectations.
 - o Coordinating monthly leadership update webinars and annual face-to-face professional development meetings.
 - o Providing regular communications with all UCCE unit personnel about University and County updates and navigating both University and County human resources' policies and procedures.
- Model your actions and support UCCE unit directors in achieving the metrics identified in their position descriptions related to leadership, administration, finance and partnership development.
- In consultation with ANR leadership, make recommendations and implement decisions on programmatic, operational, workforce planning, and other pertinent issues.

- Develop and maintain effective professional relationships with colleagues across all local units, as well as systemwide. Liaison between County Directors, Academic Assembly Council and Staff Assembly Council.

Administrative Policy

- Understand, uniformly apply, and ensure compliance of UC and County Administrative policies and procedures, including UC ANR Affirmative Action guidelines and policies.
- Provide leadership to academics and staff to ensure assessment of clientele needs.
- Set standards for UCCE units to measure outcomes and impacts and communicate these milestones to local clientele and stakeholders.
- Value and deliver high quality, professional, responsive and innovative service.
- Demonstrate the ability to analyze situations or problems, make timely and sound decisions, construct plans and achieve optimal results.
- Collaborate across organizational units as appropriate to gather and integrate information to formulate approaches to resolve issues and respond to and resolve complex and/or sensitive issues.
- Facilitate resolution of informal conflicts and/or complaints within UC Cooperative Extension units when requested by or involving UCCE unit directors.

Budget and Funding Demonstrate evidence of successfully and effectively allocating resources, monitoring the use of resources, and reporting to funding agencies.

- Demonstrate integrity, accountability and efficient stewardship of university and county resources in a manner consistent with the UC Standards of Ethical conduct and other policies.

Human Resource and Business Unit Relationships

- Collaborate with UC ANR Human Resources and Business units, on various matters impacting or pertaining to UCCE unit procedures and practices, to ensure services meet the needs of UCCE units.
- Facilitate communication between Business Units, Research & Extension Centers, and UCCE units.
- Cultivate, maintain, and nurture internal UC relationships.
- Collaborate with colleagues to achieve results in alignment with the operations and mission of the University of California.

Advocacy and Communication

- Represent UC ANR and UCCE in professional manner.

- Ensure clientele needs are assessed.
- Support the development of priority program goals to successfully meet clientele needs, in alignment with UC ANR's Strategic Vision, Initiatives and Plan.
- Maintain positive relationships with new and existing partners, stakeholders and clientele to cultivate, maintain, and nurture political and industry relationships and resources to build new programs that expand UCCE's reach across the state.
- Meet with and provide responsive communications with key stakeholders (e.g., industry partners, donors, policy makers and elected officials, and others as required).
- Increase awareness of UCCE by disseminating information on behalf of the unit to county residents, stakeholders, clientele, and politicians.
- Represent UC ANR on various statewide and/or national committees and serve as the liaison between UC ANR and UCCE offices and employees.
- Promote active, ongoing advocacy and support of UC ANR.
- Collaborate with UC ANR Office of Government Affairs to support UCCE unit academics in responding to regulatory, state and federal agencies, external groups, industry organizations and the mass media on issues related to applied research and extension projects.
- Represent the University as a resource and contact person to industry leaders, producers, non-University of California academics and the public.
- Communicate needs, successes and opportunities with Government Affairs staff.

Reporting Relationship: The Director for County Cooperative Extension reports directly to the Associate Vice President for Research and Cooperative Extension (AVP).

Qualifications and Skills Required

Required Qualifications

Education: For Academic Administrator Series, a minimum of a Ph.D. or other terminal degree in disciplines related to extension education, personnel management, higher education administration education, development or related fields are required at the time of appointment. For Academic Coordinator III Series, a minimum of a Master's degree in disciplines related to extension education, personnel management, higher education administration, development or related fields are required at the time of appointment. A Ph.D. or other advanced degree is preferred.

Key Qualifications

- Demonstrated experience in program planning, evaluation, and budget management.
- Demonstrated experience providing leadership in developing and implementing extension and applied research programs.
- Experience supervising academics and administrative professionals.

- Experience working collaboratively with a wide variety of stakeholders and developing productive partnerships.
- Excellent oral/written communication skills.
- Ability and experience in working in diverse environments and with diverse people and collaborators.
- Experience in developing and implementing presentations/workshops for diverse audiences.
- Must be literate in internet communications and software appropriate to support research and education programs.
- Demonstrated literacy in the educational use of computers, the Internet and other distance learning techniques.
- Demonstrated experience to work independently and collaboratively in teams.

Additional Requirements

- Applicants need to meet appointment criteria for the respective University of California academic title series and evidence for success in meeting required academic advancement criteria as per UC Academic Personnel Manual
- Ability and means to travel on a flexible schedule as needed, proof of liability, and property damage insurance on vehicle used is required. Must possess a valid California Driver's License to drive a university vehicle.
- This is not a remote position. The candidate must be available to work onsite. In accordance with UC ANR Flexible Work Guidelines flexible work agreements are available upon approval by supervisors and periodic re-evaluation.
- 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.

Desired Experience

- Strong leadership skills and recent experience in County Cooperative Extension programming and personnel management.
- Knowledge of UC ANR.
- Working knowledge of the UC ANR policies and organizational structures.

To be successful, an Academic Administrator requires skills in the following:

Professional Competence: All UC ANR CE academic administrators are required to demonstrate professional competence in their administrative areas. Professional competence includes participation in training activities to enhance professional development, such as administrative training, professional conferences, or workshops. Professional competence also includes activities that reflect professional standing within the administrative area, such as presenting at conferences or workshops or holding offices in peer groups.

University and Public Service: All UC ANR academic administrators are required to actively serve the University, as well as the public. University service may occur at the organization, regional, state, national, or international level. Examples of potential University service activities include serving on UC ANR or university committees, serving on Western Region or National Cooperative Extension committees, or advocacy efforts. Public service involves activities and events in which the incumbent 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.

Affirmative Action: An understanding of and commitment to UC ANR's affirmative action goals and commitments is expected of all Affirmative Action policy.

To be successful, the Academic Coordinator III requires skills in the following:
Programmatic Competence and Impact. The ability to design and assess outreach and education programs that lead to positive changes within local communities that can extend to regional, state, and national impacts and acclimate to varying circumstances. Demonstrated ability to prepare, deliver, and evaluate research collaborations, educational materials, and extension programming.

Communication: Demonstrated excellence in written, oral, interpersonal, and virtual communication skills. Ability to communicate effectively with diverse stakeholders and to share complex information in a manner tailored to the audience, including communications to policy makers, funders, and other external stakeholders. Effective listening skills and ability to take responsibility for own actions, motivate others, keep commitments, and cultivate support for UC ANR.

Communication skills to build relationships with diverse populations.

Collaboration, Teamwork and Flexibility: Demonstrated ability to work collaboratively as a team member with others in a collaborative leadership model and cross-functional team environment as well as with partner organizations and stakeholders. Ability to facilitate communication and coordination among multiple team members and related programs and collaborate with other UC ANR academics, program teams, campus-based specialists and faculty to develop, strengthen and expand program goals.

Lifelong Learning: Demonstrated commitment to ongoing professional improvement.

About UC ANR

UC ANR is a division of the University of California (UC) system that bridges the gap between local issues and the expertise of the UC system by providing research-based information, educational programs, and technical expertise to the public in areas such as agriculture, natural resources, nutrition, and youth development. UC ANR is part of a nationwide Cooperative Extension network, which began in the early 20th century to connect research from land-grant universities with the everyday needs of people in communities across the United States. Today, we collaborate with farmers, ranchers, diverse communities, youth and adult educators, and

policymakers to address local and statewide issues related to food systems, water, climate change, and sustainable agriculture through a statewide network of campus-based researchers, county-based Advisors, and community educators. Our mission is to cultivate thriving communities, sustainable agriculture, resilient ecosystems, and economic prosperity in California and globally through equitable generation and sharing of collaborative, science-based solutions. Over 180 UCCE Advisors conduct applied research and extension education from county-based UCCE offices serving all 58 counties from 70+ locations. By working and living among those we serve, UC ANR expands the University of California's reach to engage all people and communities in California, ensuring equal access to the resources UC has to offer. Our vision is that UC ANR will be valued in every California community for meaningful engagement and making a positive difference in people's lives. Learn more about

- UC ANR and UC ANR Mission Statement.
- UC ANR administers Statewide Programs and Institutes that focus research and extension on solving priority problems that engage ANR academics and UC faculty in integrated teams
- UC ANR Strategic Initiatives help unify, communicate, and advocate for the work we do.
- UC ANR UC ANR uses seven Public Value statements to communicate how our work makes a difference to the public.
- UC ANR academics are expected to share and exhibit UC ANR's commitment to UC ANR's Affirmative Action policy.
- UC ANR is committed to supporting inclusive excellence and is guided by UC ANR's Principles of Community. We strive to create an environment where all individuals, regardless of their background, feel valued and respected and have equal opportunities for growth and success.
- As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct, or have filed an appeal with a previous employer.
"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer.
UC Sexual Violence and Sexual Harassment Policy
UC Anti-Discrimination Policy for Employees, Students and Third Parties
APM - 035: Affirmative Action and Nondiscrimination in Employment

Salary & Benefits

Salary: For the Academic Administrator Series, the salary will be in the University of California Academic Administrator series and commensurate with applicable experience and professional qualifications. For information regarding UC Academic Administrator salary scales, please refer to the University of California website: https://www.ucop.edu/academic-personnel-programs/_files/2024-25/july-2024-scales/t34.pdf

The Academic Administrator position is a two-year renewable term appointment. Performance in this position is evaluated annually, with merit actions evaluated every two years. Upon completion of a successful review, you may be reappointed for another definite term. Our intention with this definite term appointment is to reappoint based on positive performance reviews, the continuing need for the position, and funding availability.

For the Academic Coordinator III Series, the salary will be in the University of California Academic Coordinator III Series and commensurate with applicable experience and professional qualifications. The step placement in this series is based on experience. For information regarding UC Academic Coordinator III salary scale, please refer to the University of California website: http://www.ucop.edu/academic-personnel-programs/_files/2024-25/july-2024-scales/t35-iii.pdf

The Academic Coordinator position is a three-year renewable term appointment. Performance in this position is evaluated annually, with merit actions evaluated every three years. Upon completion of a successful review, you may be reappointed for another definite term. Our intention with this definite term appointment is to reappoint based on positive performance reviews, the continuing need for the position, and funding availability.

If the successful candidate is currently a UCCE academic with indefinite status, the candidate will be offered the position commensurate with applicable experience and professional qualifications with eligibility to retain a 0% appointment in the current CE academic title and the associated indefinite status within UC policy.

Benefits: The University of California offers comprehensive benefits including health insurance, retirement plans, two days per month paid vacation, one day per month paid sick leave, and paid holidays. For more information, refer to the UC Benefits website at: <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

If you are interested in this position, please visit: <https://recruit.ucanr.edu/> and choose "applicants" (refer to position #25-09). An in-person finalist interview may be required as part of the search process.

Closing Date: To assure full consideration, application packets must be received by May 21, 2025- (Open until filled)

Questions?

Contact Tatiana Avoce, email <mailto:tavoce@ucanr.edu>

Applicants may wish to explore the UC Davis Services for International Students and Scholars web page at <https://siss.ucdavis.edu> and the UC ANR Green Card Sponsorship Guidelines & FAQ's for reference.

University of California Cooperative Extension

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

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.

Application Requirements

Document requirements

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Curriculum Vitae - Your most recently updated C.V.

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Cover Letter

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Statement of Research and Extension - Electronic transcripts or legible scanned copies (PDF) of original transcripts will be accepted. Transcripts must identify course work completed, grades earned, degrees conferred and confer dates. Please DO NOT send transcripts that are password protected.

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References - Please provide 3 references: name, position and contact information.

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College Level Transcripts - Electronic transcripts or legible scanned copies (PDF) of original transcripts will be accepted. Transcripts must identify course work completed, grades earned, degrees conferred and confer dates. Please DO NOT send transcripts that are password protected.

Reference requirements

- 3-6 required (contact information only)

About UC Agriculture and Natural Resources

The University of California, Division of Agriculture and Natural Resources is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. 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.

Job location

Davis, CA

To apply, please visit: <https://apptrkr.com/6148972>

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