

**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 - Forestry  
Serving Mendocino, Lake and Sonoma Counties  
and County Director - Mendocino & Lake Counties**

AP#17-18

**LOCATION HEADQUARTERS:** Ukiah, Mendocino County, California

**SUBMISSION DATE:** To assure full consideration, submit application materials by August 25, 2017. Those received after August 25, 2017, may be considered if the position has not yet been filled. (open until filled)



**POSITION PURPOSE:** The Cooperative Extension (CE) advisor for forestry will conduct a locally based extension, education and applied research program to address high priority issues in both coniferous and hardwood forests with a focus on sustainability by promoting the fundamental criteria of economic stability, environmental stewardship and social equity. Important issues to be addressed include forest management, economics, restoration, watershed and landscape sciences, and fire and fuels management. Key clientele include Registered Professional Foresters, Industrial and Non-industrial timberland owners, NGOs, oak woodland landowners, policy and decision-makers, and other forest-related stakeholders.

The **County Director** is responsible for the coordination and overall operation of Cooperative Extension programs in Mendocino and Lake Counties. Responsibilities include leadership and oversight of all CE extension and research programs including effective management and supervision of all staff and academic personnel including oversight, evaluation (annual evaluations, merit and promotions), mentoring, coaching and discipline. Additionally, they will be responsible for maintaining effective collaboration and communication between the University of California and the administration of Mendocino and Lake Counties. Maintaining and enhancing Mendocino and Lake County CE budgets, serving as an advocate for CE and its programs; and developing and maintaining good working relationships with public and private agencies including Mendocino and Lake Counties is paramount to the success of the CD role.

**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 counties, please visit <http://cemendocino.ucanr.edu/>, <http://celake.ucanr.edu/>, and <http://cesonoma.ucanr.edu/>.

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 Strategic Plans for the Sustainable Natural Ecosystems, Endemic and Invasive Pests and Diseases, and Water Quality, Quantity and Security Strategic Initiatives. The Strategic Plans for each strategic initiative can be found at <http://ucanr.edu/sites/StrategicInitiatives/>. The CE forestry advisor is expected to be involved and serve as an important disciplinary voice in several of these initiatives.

**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 CE advisor will provide essential leadership to address critical issues facing forests, forest management, and natural resources in Mendocino, Lake and Sonoma Counties. 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 to look at issues related to sustainability, wildlife and fisheries management, climate change, drought, pest outbreaks, wildland fires and fuels management, forest restoration, and changes in forest community demographics. Outstanding multi-disciplinary research and extension opportunities are offered at UC ANR's Hopland Research and Extension Center (HREC), located in Hopland, CA. HREC's (<http://hrec.ucanr.edu/>) mission is to find better ways through science to manage our natural resources and conduct sustainable agricultural practices for the benefit of California's citizens. HREC has outstanding research and extension support personnel and more than 5,300 acres of oak woodland, grassland, chaparral, and riparian environments.

**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 professional meetings, landowner workshops, short courses, field demonstrations, UC ANR publications, newsletters, technical reports to 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 private industries. The CE advisor will develop linkages with individuals, clientele groups, researchers, policy makers, agency professionals and organizations relevant to forestry and forest management. The successful candidate must have the ability to communicate science-based information to various stakeholder groups.



**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 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/>
- Conduct and report regular comprehensive needs assessments to identify priority issues or problems relevant to the local clientele groups being served.
- Develop and implement applied research designed to monitor change and solve locally relevant problems.
- Disseminate useful, science-based information to inform clientele, using extension methods that are responsive to clientele needs and appropriate for the audience and situation.
- Maintain and promote UC ANR CE's credibility and visibility 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 through a variety of outreach methods.
- Develop collaborative teams with other UC ANR academics, including specialists, AES faculty, CE advisors and/or others, to address priority issues for UC ANR.

### 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.

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

**EDUCATION AND EXPERIENCE:** An earned master's degree, or other advanced degrees, in forest ecology, silviculture, watershed sciences, resource management or other closely related field with a sound understanding of applied forest management is required by the appointment date. Excellent written, oral and interpersonal communication skills are required. Applied research and extension experience is preferred. A general familiarity with California forest conditions as they relate to its many ecological variables is preferred. The ability to build partnerships and to work with multidisciplinary teams to address complex issues is required. Experience managing and evaluating human, financial and technical resources and programs, is highly desirable. Experience effectively managing and resolving conflict is highly desirable. Incumbent is required to become a California Registered Professional Forester within six years of date of hire; see [http://www.bof.fire.ca.gov/professional\\_foresters\\_registration/](http://www.bof.fire.ca.gov/professional_foresters_registration/).

**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: <http://ucanr.edu/sites/anrstaff/files/263860.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/>

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

**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.

**For information regarding this position, please contact**

***University of California***

***ANR Academic HR***

***Kim Ingram***

***(530) 750-1282***

***E-mail Address: [ANRacademicsearch@ucanr.edu](mailto:ANRacademicsearch@ucanr.edu)***

***Internet: <http://www.ucanr.edu/jobs>***

**PLEASE REFER TO POSITION NUMBER AP #17-18 IN ALL 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.