

## **REPRESENTATIVE, MASTER GARDENER PROGRAM, AGRICULTURE AND NATURAL RESOURCES**

UNIVERSITY OF CALIFORNIA  
AGRICULTURE AND NATURAL RESOURCES  
RESEARCH AND EXTENSION CENTERS

UC DAVIS PAYROLL TITLE: PROGRAM REPRESENTATIVE II  
SALARY RANGE: \$36,108.00 - \$61,380.00/YEAR 100% FULL TIME CAREER  
SALARY COMMENSURATE WITH EXPERIENCE AND QUALIFICATIONS

### **DEPARTMENT DESCRIPTION**

Located in Glenn County, the University of California Cooperative Extension Office houses the Statewide Master Gardener Program. This office serves as the central office and coordinating body of the 44 county based UC Master Gardener volunteer programs in California. The Glenn County UC Cooperative Extension Office is located in Orland, CA and currently consists of two full time academic staff, 4 cross county academic staff, 4 program representatives along with several field assistances and two full time administrative support staff. The Statewide MG office provides both administrative and programmatic support to county based advisors and coordinators in volunteer program management.

### **JOB SUMMARY**

- Reports to the Academic Coordinator II, Master Gardener Program.
- Functions with independence and under general policy guidance and occasional review by senior ANR management.
- Coordinates program goals and resources for Agriculture and Natural Resources, program participants, Integrated Pest Management, Plant Science PIs, and Master Gardener Volunteers.
- Provides guidance to volunteers concerning horticulture and administrative functions and develops training modules and educational outreach and marketing strategies.
- Manages all aspects of administrative organization and makes suggestions for improvement to the Academic Coordinator.

### **POSITION FUNCTIONS**

#### **40% OUTREACH OVERSIGHT, DESIMINATION AND DEVELOPMENT**

- Develop content and design for new approaches to adult learning in various forms including e-learning modules, online modules, pamphlets, flyers, posters, and one page leaflets.
- Identify groups that wish to participate in the program and develop promotional flyers, brochures and press releases.
- Analyze Master Gardner's marketing and communications strategy and make suggestions for improvement.
- Analyze web design elements and horticulture content. Implement improvements to the website and listserv functions.
- Review and edit the MG Coordinator newsletter.
- Coordinate speakers, organize participants, register participants and volunteers, schedule food delivery and catering and schedule and coordinate lodging and travel for speakers, participants and volunteers for the Master Gardener Statewide Program and regional conferences and other off site meetings.
- Attend project meetings and events, take notes, summarize meeting minutes and action items, and develop projects.

#### **25% PROGRAM PLANNING AND MANAGEMENT**

- Coordinate participation for Volunteer Management Institute. Train volunteers in MG program, expectations and use of resources, and operation etc.
- Develop and implement surveys and other data collection methods.
- Organize instruments of evaluation and evaluate/determine program impact.

- Plan projects and direct outcomes.
- Evaluate program material and staffing against program projects.
- Answer questions, troubleshoot, and mediate concerns from project cooperators, volunteers or the public
- Review and edit grant proposals.
- Monitor volunteer's database entries, generate reports, analyze reports and instruct corrections.

### **35% MATERIAL AND FINANCIAL MANAGEMENT**

- Identify and cultivate funding opportunities for program support.
- Attend the California Master Gardener Endowment committee and represent. Represent MG Program interests.
- Evaluate budget. Calculate and prepare program budget.
- Coordinate program participant's record-keeping functions, including but not limited to, financial record-keeping, reporting, and upkeep and dissemination of program mailing lists.
- Inform and advise management of overall projects material and human resource needs and completion dates.
- Review DaFIS and financial documents for the program.
- Evaluate timesheets and work performed by project staff.
- Evaluate travel and MyTravel transactions.
- Review and evaluate billings, collection and accounts receivables. -Prepare correspondence and mail.

### **PHYSICAL DEMANDS**

- Lift up to 50 lbs. such as a case of paper, printed materials, boxes of publications and program supplies. Position requires extended periods at a computer.
- A copy of DMV record will be required as a final condition of employment. Valid California driver's license is required.
- This position is a critical position and subject to a background check. Employment contingent upon successful completion of a background investigation including criminal history and identity check.
- May include working a flexible schedule with occasional overtime, evenings/nights, weekends, and Holidays.
- Overnight travel via automobile throughout California for up to 2 nights per month.

### **MINIMUM QUALIFICATIONS**

- Experience in volunteer management, administration and program organizational development.
- Skills to prioritize, organize, manage time, plan, reason, problem solve and work independently with limited supervision.
- Knowledge of horticulture.
- Skills to create training strategies and methods, evaluate training requirements for participants and volunteers.
- Experience with website building and design software.

### **PREFERRED QUALIFICATIONS**

- Educational background in Environmental Ornamental Horticulture related subjects or in Business Management.
- Experience creating and developing marketing strategies, and advertisement materials for program target audience.
- Experience in events management. Skills to plan projects, events and functions, coordinate speakers, manage food, lodging and travel for speakers and participants.
- Skills to analyze and collect data and perform data analysis to support development of program plans or projects.
- Interpersonal and oral communication skills to interact with individuals from varied backgrounds.
- Skills to write and edit newsletter articles and promotional materials, summarization of meeting minutes, and edit grant-writing.
- Site Builder experience.
- Skills to calculate, prepare budgets, manage and follow through on all functions related to this area.

- Basic mathematical skills in financial accounting.
- Skills to manage billing, collection and accounts receivables.
- Experience working with computer systems IBM/PC and Microsoft programs including word processing and databases such as Access.
- Knowledge of DaFIS and Davis-specific programs and accounting processes.

For further information and to apply for this job, please visit the following weblink:

<http://www.employment.ucdavis.edu/applicants/Central?quickFind=53280>