



**UNIVERSITY OF CALIFORNIA  
COOPERATIVE EXTENSION  
Amador County  
Division of Agriculture & Natural  
Resources North Coast and  
Mountain Region**



**POSITION VACANCY ANNOUNCEMENT  
Job Title: PROGRAM REPRESENTATIVE II  
(Job #3543-08S)  
Closing Date: September 25, 2008  
Hours: 100% Full Time  
Salary: \$2,889-\$3,760 / month plus excellent benefits  
Location: Headquartered in UCCE Amador County, California  
12200 Airport Road, Jackson, CA 95642-9527**

***Main Purpose***

Under the general supervision of the advisors this position will plan, tailor and conduct programs in the areas of agriculture, livestock, natural resources and horticulture, including newsletters, publications, for Amador, Calaveras and El Dorado Counties. This will include assisting with educational events, production of newsletters and other publications relevant to the local clientele and assisting with public service calls in the above mentioned areas. Participate in Agriculture and Natural Resource committees as needed. Coordinate the Amador County Master Gardener program. Participate in the agricultural marketing programs in Amador, Calaveras and El Dorado Counties.

***Major Responsibilities***

- 1) Master Gardener Program
  - Coordinate the recruitment of new volunteers for the Amador Master Gardener (MG) Program.
  - Assist with education activities related to MG program.
  - Assist with the production and distribution of the monthly newsletter.
  - Update website as needed including posting current newsletter and current hours.
  - Ensure the MG Program operates within the established guidelines of UCCE.
- 2) Under the supervision of the advisors; plan, tailor, organize and conduct educational/outreach activities (workshops, presentations, meetings, and field days).
- 3) Under the supervision of the advisors prepare publications, fact sheets, website material, posters, and newsletters pertinent to agriculture and natural resource issues.
- 4) Under the supervision of the advisors answer or redirect questions from clientele – public service calls, walk-in inquiries and field consultations.
- 5) Under the supervision of the advisors participate in and provide support, when appropriate, to collaborative groups including local county departments addressing agriculture and natural resource issues.

### ***Qualifications***

- BS Degree in Agriculture or Natural Resource preferred.
- Excellent written and verbal communication skills. Ability to follow written and oral instructions.
- Office management skills, including use of Internet applications and basic computer (Excel, Word, PowerPoint, and other software) required.
- Excellent organizational and coordination skills. Experience in management of volunteer organizations is highly desirable.
- Excellent problem solving and conflict resolution skills.
- Ability to work in both office and field/open space environments.
- Must be able to lift objects under 40 pounds.
- Ability to get along with others, i.e., public, peers, UCCE Advisors/staff, and Amador/Calaveras/El Dorado County office staff.
- Must have experience working with diverse communities.
- Ability to work a flexible work schedule that may include some evening or weekend hours.
- Ability to travel to sites in the three county areas to conduct programs or consult with clientele.

### ***Special Conditions of Employment***

He/she must have ability and means to travel to sites on a flexible schedule. Proof of Liability and Property Damage Insurance on vehicle to be used is required. Reimbursement for job-related travel will be reimbursed according to University policies. Experience in field work as related to Agriculture or Natural Resource issues. Employment is contingent upon successfully completing the FBI/DOJ background check.

### ***Relationships***

The Program Representative is administratively responsible to the Cooperative Extension County Director in Amador County, and through the County Director, to the North Coast and Mountain Regional Director. He/she will also interact with master gardener volunteers, members of Farms of Amador, County Agriculture Department, and local agriculture or natural resource groups.

### ***Affirmative Action***

Implement outreach efforts to ensure nondiscrimination in program identification and delivery. Promote and encourage maximum participation of minorities, women and other underserved groups. Include outreach objectives as a component in planning, implementing and evaluating program efforts. Establish and update database pertaining to populations served and to be served by programs. Record, document, and report outreach plans, goals, activities, progress and results. Comply with all applicable federal and state laws and regulations and all University of California policies regarding affirmative action, including prohibition of discrimination on the basis of race, color, national origin, sex, sexual orientation, physical or mental disability, age, veteran status, medical condition (as defined in Section 12926 of the California Government Code), ancestry or marital status.

### ***Application***

Obtain UC application for employment on line <http://ucanr.org/jobs.shtml>, select UC ANR Staff Application, or call Dorothy Smith 209-223-6482.

Send completed application to:

U.C. Cooperative Extension Amador County

12200 Airport Road

Jackson, CA 95642-9527

Attention: Dorothy Smith. If delivered by fax, please fax to 209-223-3279

### ***Interviews***

A search committee will review all applications and associated materials, interview candidates, and recommend individuals most suitable for the position. Candidates selected will be asked to come to Amador County for an interview.

The University of California prohibits discrimination against or harassment of any person on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Staff Personnel Services Director, University of California, Agriculture and Natural Resources, 1111 Franklin St., 6<sup>th</sup> Floor, Oakland, CA 94607-5200 (510) 987-0096.