

Job Requisition

Requisition Number:	03006276
Recruitment Open To:	UCD/UCDHS Employees and General Public
For Full Consideration Apply By:	10-21-2011
Closing Date:	Open Until Filled
Position:	PEST MANAGEMENT GUIDELINES COORDINATOR
Payroll Title	SENIOR EDITOR
Number of Positions:	1
Salary:	\$3,652.00 - \$6,573.58/Mo.
Appointment Type:	Career
Appointment Description:	100% Fixed
Overtime Eligible: (FLSA)	Exempt
Union/HEERA Representation:	This position is not represented by a collective bargaining unit
Department:	STATEWIDE IPM PROGRAM - 030007
Department Description:	<p>The Statewide IPM Program is a statewide unit reporting to the UC Vice President Agriculture and Natural Resources (ANR). The unit administers programs in integrated pest management extension, including Cooperative Extension advisors, a communications unit that develops informational products for print and the Web, and research grants programs. For more information please see the UC IPM Web site at www.ipm.ucdavis.edu.</p> <p>For a complete list of position functions please visit: http://ucanr.org/Jobs/Jobs_990/ If the link does not work, please copy and paste into your browser.</p>
Location:	Davis
Position Details	
Job Summary:	Under the direction of the Principal Editor Supervisor, coordinate the development, updating, editing, and production of the Pest Management Guidelines series of publications, the University of California's primary pest management data source for more than 40

	<p>agricultural crops, comprising more than 3,300 printed pages published online and in PDF.</p> <p>Additional duties include: develop or guide development of year-round IPM programs and integrate them into the Pest Management Guidelines.</p> <p>Edit and write Pest Management Guidelines, year-round IPM programs, and associated materials, and follow the publication process through publication.</p>
Physical Demands:	Use computer and monitor for extended periods of time.
Work Environment:	<p>Travel using the employee's own mode of transportation will be required occasionally to work or attend meetings at other locations on campus.</p> <p>Travel occasionally, including overnight, early or late hours; and travel by plane.</p> <p>May be required to work extended hours occasionally.</p>
Qualifications	
Minimum Qualifications:	<p>Experience writing, proofreading, and editing documents for content, appropriateness, logic, clarity, accuracy, and conformance to style and format.</p> <p>Knowledge of plant biology and pest sciences, including biology and management of arthropod, weed, pathogen, and vertebrate pests.</p> <p>Experience operating Apple and/or PC computers and skills using MS Office and features of file and image software such as Acrobat and Photoshop.</p>
Preferred Qualifications:	<p>Experience editing and writing "how-to" publications on technical subjects for user audiences.</p> <p>Skill to summarize and communicate technical information.</p> <p>Skill in evaluating scientific information for validity and applicability, detect data gaps, resolve information conflicts, seek further information.</p> <p>Investigative skills to ask pertinent questions, absorb and discuss technical information in a broad range of subjects.</p> <p>Skill to take digital photographs.</p> <p>Knowledge of pesticides and environmental hazards associated with pesticides.</p> <p>Knowledge of resources for information related to pests and pest management.</p> <p>Organizational skills to prioritize tasks and simultaneously manage</p>

	<p>multiple projects to meet deadlines.</p> <p>Skills to solve problems and make sound decisions.</p> <p>Ability to analyze processes to identify problems and possible alternatives of accomplishing tasks.</p> <p>Master's degree or equivalent educational experiences in an area related to pest management.</p> <p>Interpersonal skills to effectively interact with a variety of people to collect information and produce materials.</p> <p>Skills to work effectively as part of a team in a collaborative manner to meet and exceed unit goals and provide input on direction of the department.</p> <p>Skill to respond constructively to critiques and work with others to resolve conflicting viewpoints.</p> <p>Ability to understand and discuss technical information about pests, pest management, and related subjects with experts and novice audiences.</p> <p>Ability to conceive, sketch and create simple diagrams or illustrations that enhance textual material.</p>
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