Job Requisition

Requisition Number: 03010738
Recruitment Open To: UCD/UCDHS Employees and General Public
Final Filing Date: 10-15-2013
Closing Date:

Position: Associate Director
Payroll Title ANALYST IV
Number of Positions: 1
Salary: $4,024.00-$7,243.17/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: ANR STATEWIDE IPM PROGRAM - 030007

Department Description:
The Western Integrated Pest Management (IPM) Center, headquartered at UC Davis and affiliated administratively with the Statewide IPM Program, addresses needs of pest management stakeholders in 13 western states and the Pacific Island territories. The Center is one of four regional centers in a national network established to strengthen USDA's connection with pest management stakeholders throughout the U.S. and to identify, prioritize, and coordinate research, Extension, and education IPM programs. Stakeholders are state, regional, and national groups including university extension and research programs, public agencies, private industry, and nonprofit organizations. Projects supported by the Center have the ultimate goal of benefiting end users/pest management practitioners, including western underserved audiences such as Pacific Islanders and Tribal Nations.

Location: Davis

Allow Applicants to Attach: Resume, Cover Letter, References

Position Details

Job Summary:
This position is responsible for administration of the Western IPM Center budget and management and coordination of a competitive grant program.
Facilitate the work of the funded projects. Support the efforts of the Director to identify western IPM needs and to develop and deliver competitive and non-competitive programs to fulfill those needs; collaborate with state, regional, and national groups with similar interests; participate in national Center and USDA planning; assist the Director in preparing reports for USDA and USEPA.

Physical Demands:
Position requires using a computer for extended periods of time and occasional lifting of boxes of printed materials or training props weighing up to 25 lbs.

Work Environment:
Travel by air or automobile to meeting sites; overnight travel averaging one or two trips per month.

May need to work occasional evenings and weekends to meet deadlines or accommodate travel schedule for meetings.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check Required:
This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity checks.
Yes

Qualifications
Minimum Qualifications:
Bachelor's degree and IPM field work experience, or equivalent experience working for an agro-chem company research program, under a farm advisor, or conducting trials for a seed company.

Knowledge of integrated pest management principles and practices.

Experience performing high-level analytical work, critical thinking, analyzing complex information, performing independent research, and presenting complex data in a way that facilitates decision-making.
Organizational skills to achieve timely progress on multiple simultaneous projects, meet deadlines, maintain a high level of accuracy and productivity, keep accurate records, pay attention to details and comply with records retention.

Mathematical and analytical skills to perform budget projections and effectively monitor, interpret, balance and account for funds.

Interpersonal communication skills to clearly and effectively interact with a diverse range of individuals and perspectives.

Writing skills to draft and prepare documents using correct grammar, punctuation and spelling and effectively edit and proofread materials.

Computer skills in various software programs such as Microsoft Office, web browsers, calendaring and email.

Preferred Qualifications:
Master's degree or equivalent experience in a field closely related to pest management (entomology, nematology, plant pathology, weed science, or similar).

Experience conducting pest management research or Extension programs.

Experience and formal training in integrated pest management to determine which proposals best address priorities identified by Center stakeholders and progress of funded projects.

Experience reading and absorbing a large volume of technical material, determine relative importance of items in the material, and make scientifically sound recommendations.

Knowledge of methods for facilitating groups of diverse individuals to achieve a common goal.

Experience with grant budgeting.

Experience with university, state and federal grant policies and procedures.
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