

Director, Yuma County Cooperative Extension (UPDATED) (Yuma, AZ)

Position Details

Position Information

Title	Director, Yuma County Cooperative Extension (UPDATED) (Yuma, AZ)
Department	Yuma County Office (1544)
Medical Sub-Speciality	
Location	County Extensions and Farms
Position Summary	<p>Please Note: The review date has been extended to August 14, 2017.</p> <p>This continuing-eligible position, located in Yuma, Arizona, provides overall leadership for and coordination of Yuma County Extension programs in a large and diverse county as part of the College of Agriculture and Life Sciences (CALs). The person manages administrative functions including budget, personnel, programming, day-to-day office operations and fostering both internal and external collaboration and teamwork. The Director is responsible for developing annual reports and planning future directions that address the needs of the clientele and communicating and promoting the programs of Extension to a variety of clientele and groups.</p> <p>This is principally an administrative position. However, if the successful candidate currently has faculty status and/or a programmatic background appropriately oriented, they may have the opportunity to maintain a programmatic component to the position. This position reports directly to the Associate Dean and Director, Cooperative Extension & Economic Development</p>

Cooperative Extension & Economic Development. In addition, the position requires significant travel (mainly in-state but with some out-of-state), along with extensive evening and weekend work in the community. This position not only heads Yuma County Cooperative Extension, but should also play an active leadership role in the Yuma County business, education and governmental communities as well integration of Extension with all UA programs in the Yuma area.

Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; UA/ASU/NAU tuition reduction for the employee and qualified family members; state and optional retirement plans; access to UA recreation and cultural activities; and more!

Accepting a new position is a big life step. We want potential candidates and their families to be able to make informed decisions. Candidates who are considering relocation to the Tucson or Phoenix area, and have been offered an on-site interview, are encouraged to use the free services offered by [**Above & Beyond Relocation Services \(ABRS\)**](#). Ask your department contact to be introduced to ABRS prior to your visit.

The University of Arizona has been recognized on Forbes 2015 list of America's Best Employers in the United States and has been awarded the 2016 Work-Life Seal of Distinction by World@Work! For more information about working at the University of Arizona, please [**click here**](#).

Duties & Responsibilities

- Build and foster a positive work environment of teamwork and collaboration within the office, in the county and with external partners.
- Conduct faculty evaluations, provide federal, state and county accountability, and generate and allocate resources.

- Maintain and strengthen effective communication with several groups within the University system, County Government, key stakeholders and cooperating agencies.
- Develop strong relationships with Yuma County Advisory Board personnel and clientele to develop, enhance and implement a forward-thinking vision which will strengthen Cooperative Extension's presence in Yuma County and its role in impacted communities.
- Maintain responsibility for the development of an integrated total county Extension program including strategic planning, program development and implementation, direction and oversight, resource development and allocation, marketing, and the development of collaborative relationships.
- Oversee Yuma County programs and be responsible for assuring that county Extension program goals and objectives are appropriately directed and achieved.
- Identify resources (grants, contracts, in-kind contributions, etc.) to enhance county Extension programs and assists members of the county Extension faculty to identify and utilize these resources.
- Prepare, with the help of county faculty, a county annual report for distribution to the CALS Extension Director, County Extension Advisory Board, Board of Supervisors, and other leaders in the county and state.
- Maintain communication with the Yuma County Board of Supervisors and relevant advisory groups and agencies to identify stakeholder needs and develop relevant programs.
- Work with local officials to enhance community and economic development.
- Additional duties as assigned

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Knowledge, Skills, & Abilities

Minimum Qualifications

- Bachelors degree from an accredited institution.
- Eight years of experience where organizational, supervisory and human relations capabilities that has been effectively demonstrated.
- Experience in problem analysis, strategic planning, communications and leadership development.
- Experience in financial management, including management of grants.
- Experience managing and working with a diverse staff and clientele.
- Experience with conflict management and resolution.
- Access to own transportation and ability to travel statewide using all modes of transportation by the time job duties are assumed. (Travel expenses are reimbursed according to University policy.)
- Possession of a valid Arizona driver's license by first day of employment.

Preferred Qualifications

- Ability to speak Spanish.
- Demonstrated success in applying for and receiving grant funding.
- Experience working with volunteers and volunteer organizations.

Rank

To be determined.

Tenure Information

Continuing-Eligible (CE)

FLSA

Exempt

FTE

1.0

Full Time/Part Time

Full Time

Number of Hours Worked per Week

40

Benefits Eligible

Yes - Full Benefits

Res Full Benefits

Posted Rate of Pay	DOE
Job Category	Faculty
Type of criminal background check required:	Fingerprint criminal background check (security sensitive due to title or department)

Posting Detail Information

Posting Number	F20863
Number of Vacancies	One
Desired Start Date	
Position End Date (if temporary)	
Limited to Current UA Employees	No
Contact Information for Candidates	Edward C. Martin, Ph.D. Director Maricopa County Cooperative Extension 602-827-8200 ecmartin@email.arizona.edu Shannon Avalos Regional Business Manager Yuma & La Paz County Cooperative Extension 928-726-3904 savalos@cals.arizona.edu
Open Date	02/06/2017
Close Date	
Open Until Filled	Yes
Review Begins On	08/14/2017
Special Instructions Summary	<i>Please Note: You will be required to provide contact information for a minimum of three professional references within your application. Upon submitting your application, your references will receive an automated email. This email will ask your references to complete a brief questionnaire in regard to your</i>

suitability for the position as well as request the attachment of a letter of recommendation.

Diversity Statement

At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. We translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we encourage diverse candidates to apply, including people of color, women, veterans, and individuals with disabilities. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff, and faculty engagement in addressing issues of diversity and inclusiveness.

Quick Link for Internal Postings

<http://uacareers.com/postings/16378>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Can you perform the essential functions (job duties) of this position with or without accommodation?
 - Yes
 - No
2. * Where did you first learn about this position?
 - Arizona Daily Star
 - Arizona Republic
 - ArizonaDiversity.com

- Careerbuilder.com
- Chronicle of Higher Education
- Department of Economic Security (DES)
- Diverse Issues in Higher Education
- HigherEdsJobs.com
- Hispanic Outlook in Higher Education
- Indeed.com
- InsideHigherEd.com
- Jobing.Com
- LinkedIn
- Local Job Banks
- Pima County One-Stop
- Professional Conference
- Professional journal/publication
- Referred by UA Employee
- Invited by Dept to Apply
- UA Website
- Other

3. * Do you have a Bachelors degree or higher from an accredited institution?

- Yes
- No

4. * Describe one of your challenging experiences leading a team, providing specific examples of conflict management and problem solving.
(Open Ended Question)

5. * Describe your experience effectively communicating policy and strategy to a variety of audiences from a diversity of cultures, communities and backgrounds.
(Open Ended Question)

6. * Describe your experience in promoting and enhancing diversity and inclusion

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(Open Ended Question)

Documents Needed to Apply

Required Documents

1. Cover Letter
2. Resume

Optional Documents