Position Description: Program Manager

To apply, review directions on the Applicant Resources web page, http://www.hr.ucdavis.edu/peopleadmin/applicant_resources.html, then search jobs, create and submit application from links on the UC Davis Career Opportunities web page, https://www.employment.ucdavis.edu/applicants/jsp/shared/Welcome_css.jsp

Refer to Requisition # 03016312. For full consideration, apply by Monday, May 9, 2016.

Job Summary

Working under the general direction of the ASI/SAREP Director, the Program Manager provides leadership, oversight, and management of ASI and SAREP operations; manages human resource planning; directly supervises core support staff; and actively encourages implementation of ASI's mission, vision, and operational principles.

Key responsibilities include providing leadership to support program planning and implementation by anticipating strategic opportunities and potential challenges; nurturing a supportive and effective service-oriented team culture demonstrating core values of respect, accountability, and compassion; providing oversight of financial planning and budget management; recruiting and training new core staff; guiding short- and long-term staffing plans; providing guidance and support for staff and academic position recruitments and merit processes; supporting efforts to integrate social and racial equity training and programmatic focus in ASI work; and navigating and supporting effective working relationships with external partners as well as with ANR, CAES Dean’s Office, and other campus units. (A full position description is available at: www.asi.ucdavis.edu/about/jobs)

Positions supervised by this position:

Proposal Coordinator/Staff Writer (Sr. Writer; 0.5)
Communications Coordinator (Public Info Rep, 1.0)
Finance Analyst (Analyst I, 1.0)
Administrative Analyst (“___” Assist. III, 1.0)

Department Description

As part of the UC Davis College of Agricultural and Environmental Sciences (CA&ES), the Agricultural Sustainability Institute (ASI) provides a hub that links initiatives in sustainable agriculture and food systems across all departments and units of CA&ES, the University of California Division of Agriculture and Natural Resources (ANR), and with other state, national, and international partners.
ASI is directly responsible for the statewide UC Sustainable Agriculture Research & Education Program (SAREP), the Russell Ranch Sustainable Agriculture Facility, the UC Davis Student Farm, and coordination of the Inter-institutional Network for Food, Agriculture and Sustainability (INFAS). ASI synthesizes, translates, and communicates science-based information on sustainable agriculture and food systems.

ASI units depend on self-supporting activities and grant funding in addition to endowment income and state general funding support; current annual budget totals almost $3.5 million. ASI is currently leading a fundraising campaign to increase endowment funding. For more information, see www.asi.ucdavis.edu.

Essential Responsibilities

**55% Manage Program Operations**

Provide leadership for an effective service-oriented team environment. Resolve conflicts, enhance communication, and brainstorm solutions.

Contribute to program planning and implementation; anticipate strategic opportunities and potential challenges; strengthen ASI and SAREP’s ability to implement our mission, vision and operational principles.

Facilitate teamwork and collaboration across ASI units and with CAES and ANR colleagues and partners.

Provide oversight of financial planning and budget management of ASI and SAREP, including development of the annual ANR budget proposal. Exercise approval authority on payment transactions.

Provide oversight for communication and coordination with advisory committees, including guidance in annual external advisory board meeting preparations, agenda development, and meeting facilitation.

Identify opportunities and support efforts to integrate social and racial equity training and programmatic focus in ASI work, including engaging a more diverse range of collaborators and stakeholders.

Manage institutional learning and process improvements with regular debriefs following major events and projects.

Serve as a liaison and navigate effective working relationships with CAES Dean’s Office, UC ANR, Computer Resource Unit, other campus units, and external partners as well.

Manage effective use of resources, including computer inventory and office space.

Actively support and implement ASI’s operational principles.
45% Human Resource Planning and Staff Supervision

Nurture a supportive team culture, demonstrating core values of respect, accountability, and compassion.

Supervise core support staff. Develop performance standards and annual goals. Consistently provide performance feedback verbally and in writing; initiate corrective action in order to overcome performance deficiencies. Perform annual written performance appraisals.

Guide staff in finding opportunities for further training and development.

Develop and update staff position descriptions; seek diverse candidate pools for recruitments; interview, select, and train new staff.

Guide short- and long-term staffing plans to meet program needs. Advise director, program leaders, and supervisors on personnel issues and implications of changing University policies and procedures.

Coordinate with Dean’s Office to support the recruitment, appointment, and merit processes for academic positions.

Guide the appointment process and orientation of undergraduate and graduate student representatives on ASI’s External Advisory Board and Internal Steering Committee.

Actively support and implement UCD’s Principles of Community.

Minimum Qualifications

- Program management experience including strategic planning, evaluation, analysis, organization, leadership, implementation and conflict resolution.

- Leadership skills to offer timely and appropriate guidance in support of institutional mission and goals.

- Supervisory experience to hire, train, evaluate, and motivate staff. Coaching skills to enhance staff contributions and foster a supportive team approach.

- Experience using analytical and evaluation skills to analyze, define, and assess problems, issues, and needs, and define needed actions.

- Organizational and time management skills to organize team and individual work effectively, establish goals and workload priorities, demonstrate flexibility to address competing demands, and meet critical deadlines.

- Interpersonal skills to 1) develop and maintain collaborative relationships with a diverse range of staff, faculty, students, and external colleagues; 2) research and/or communicate information, clarify situations, resolve problems, and ensure cooperation among individuals; and 3) handle difficult, sensitive and/or confidential issues.
• Experience developing and navigating collaborative working relationships with various partners.

• Oral and written communication skills, including ability to write clearly and succinctly, using correct English grammar, spelling and punctuation.

• Knowledge of financial management and administration, and budget analysis.

• Proficiency with computer software and hardware to utilize word processing, spreadsheets, database, presentation, automated financial systems, calendar, mail and internet.

Preferred Qualifications

• Knowledge of or background in the principles, practices, and issues of sustainable agriculture and food systems.

• Knowledge of University and campus policies and procedures.

• Familiarity with a university/campus environment.

Expectations

• Read, understand, and follow the UCD Principles of Community, and ASI’s Operational Principles.

• Exercise independent judgment to analyze complex issues, gather meaningful data and information, and make logical decisions.

• Develop effective working relationships and maintain good rapport with faculty, staff, and students, Dean's Office, ANR, administrators, internal and external stakeholders, and outside agencies.

• Manage sensitive and/or confidential matters in a diplomatic and effective manner.

• Maintain confidentiality and exercise discretion.

• Commit to team-building, quality assurance, and process improvement.

• Ensure compliance with UC and program policies and procedures.

• Write precise, well organized, and grammatically correct documents.

• Work independently and cooperatively as part of a team.

• Attention to detail and ability to see flow of logic in documents.

• Participate in CA&ES commencement ceremonies.

Work Environment

Work occasional overtime including evenings and weekends to meet operational needs. 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.

**Physical Demands**

Work at a computer for extended periods of time.