

## Position Description Addendum: CD

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Michelle Leinfelder-Miles  
Delta Crops Resource Management Advisor  
UCCE – San Joaquin, Sacramento, Yolo, Solano, and Contra Costa counties  
County Director – UCCE San Joaquin County  
Effective 05/01/2019 - 02/29/2020

### **PURPOSE & CLIENTELE**

The County Director (CD) is administratively responsible for the overall operation of the University of California Cooperative Extension (UCCE) in San Joaquin County, supervising staff and the development of research and extension programs serving local clientele, while implementing ANR's Strategic Vision for healthy food systems, environments, communities, and Californians. The CD creates sustainable community partnerships with San Joaquin County (SJC) Government, SJC's Administrative Officer (CAO), SJC's Board of Supervisors (BOS), local city governments, and SJC's Public Works department in order to support and promote ANR's Strategic Vision and Initiatives. The CD assists staff with program evaluation and long-range planning to ensure that ANR's extension programs are directed toward needs that are consistent with the mission of the UC ANR's Strategic Vision.

### **ADMINISTRATIVE RESPONSIBILITIES**

**Leadership:** Provide vision, inspire, and motivate others with attitude and actions; set a high standard for excellence; innovate and foster positive change; model and support a team-working environment; explore new ideas and innovative changes. Actively promote UC programs through actions and supervision.

**Administration:** Understand and uniformly apply UC and County policies; provide useful and timely feedback; take timely disciplinary action within UC and County procedures, if necessary; work with staff in advance of deadlines for required records and reports.

**Budget:** Secure county resources, as well as other sources of support; manage and equitably allocate resources among programs and established priorities; monitor the use of resources and comply with all relevant policies; maintain effective working relationships with internal and external partners to form strong support for UCCE.

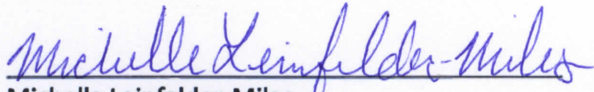
**Programs:** Represent UCCE programs locally in a professional manner; recognize clientele needs and impacts of current and potential UCCE programs as established in the Strategic Vision and Strategic Initiatives; establish program priorities that successfully deliver UC ANR Statewide Programs at the local level; make effective use of staff expertise to strengthen the team; assure that information is shared to support program growth and professional development of all staff.

**Interpersonal Relationships:** Have effective listening and communication skills; take responsibility for his/her own actions; motivate others; keep commitments; cultivate political and industry support for UC ANR.

Academic, Research, and Administrative Staff: Demonstrate concern for all staff; invest in improving all staff expertise and support professional development. Effectively manage all personnel supervision, oversight, annual evaluations, merits and promotions, and take appropriate disciplinary actions.

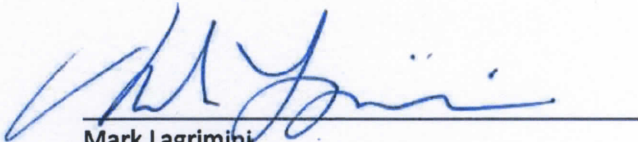
**RELATIONSHIPS**

This position is responsible administratively to the Vice Provost of Research and Extension. The County Director is a liaison between UCCE and San Joaquin County (SJC), serving as a SJC Department Head, responsible to the Chief Accounting Officer and SJC Board of Supervisors for county-related functions and operations.



Michelle Leinfelder-Miles  
Advisor and County Director

10-18-19  
Date



Mark Lagrimini  
Vice Provost of Research and Extension

10-16-19  
Date