



<b>Position:</b> Director of Academic Affairs, Agriculture Innovation and Technology	<b>Position Number:</b>
<b>Department/Site:</b> Academic Affairs	<b>FLSA:</b> Exempt - Administrative (Classified Administrator)
<b>Reports to:</b> Dean of Academic Affairs or assigned administrator	<b>Salary Range:</b> VI

## **DEFINITION**

Under general direction, plans, organizes, manages, and provides direction and oversight for all functions and activities related to agriculture innovation and technology initiatives including, but not limited to, AgTech and the Innovation Farm at Hartnell Ranch; develops creative partnerships with established agriculture companies, start-up companies, educational institutions, agriculture professional associations and organizations, nonprofits, government, and small businesses; is responsible for developing the Innovation Farm at Hartnell Ranch from concept to implementation with a focus on establishing and maintaining farm infrastructure, managing day-to-day farm operations, creating opportunities that support learning, internships, and work experience for Hartnell College District students, and develops the Innovation Farm into a model of innovative public-private partnership that supports innovation for the agriculture industry and that supports innovative teaching and learning; provides highly responsible and complex professional assistance to the Dean of Academic Affairs in areas of expertise; and performs related work as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Dean of Academic Affairs. Exercises general direction and supervision over administrative support staff.

## **CLASS CHARACTERISTICS**

This is a management classification that oversees, directs, and participates in all innovative initiatives, activities, and programs in partnership with the Agricultural Business and Technology Institute faculty and staff, including short- and long-term planning and development and administration of program policies, procedures, and services. The incumbent will create collaborations and partnerships that support innovation for the agriculture industry and for industries that support agriculture, and will coordinate the development of the Innovation Farm at Hartnell Ranch with District personnel responsible for facilities planning and development. This class provides assistance to the Dean of Academic Affairs in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work with that of other District divisions and outside agencies and will establish the District as a leader in supporting innovation that leads to improvement in all aspects of the agriculture industry. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This classification is distinguished from the Dean of Academic Affairs in that the latter has significant authority over and oversight of a broad cluster of academic fields or whole academic units with responsibility for accomplishing planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

## **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.*

- Responsible for administration of all programs, services, and activities related to innovation and technology that support the agriculture industry.
- Develops and implements plans for the Innovation Farm at Hartnell Ranch; responsible for all day-to-day operations.

- Responsible for establishing and maintaining farm infrastructure to support agriculture projects, teaching, learning, field trials, demonstrations, and other activities that support innovation for agriculture science and technology.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Innovation Farm at Hartnell Ranch; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the program's budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Assists in the selecting, training, motivation, and direction of program personnel; evaluates and reviews work for acceptability and conformance with program standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Dean of Academic Affairs.
- Establishes and maintains relationships with District officials, agriculture community, the education and research communities, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities; creates and maintains a broad range of positive relationships for the District at the top levels of leadership.
- Develops and maintains partnerships with established agriculture companies, start-up companies, educational institutions, agriculture professional associations and organizations, nonprofits, government, and small businesses to develop demonstration projects that support innovation, including, but not limited to internships and work experiences that support innovation.
- Develops and maintains partnerships with faculty and staff in STEM disciplines that are important to science and technology innovation for agriculture; develops agriculture learning opportunities for students in STEM disciplines.
- Serves as a member on the Agriculture Steering Committee to ensure that the development of the Innovation Farm at Hartnell Ranch and related innovations are relevant and essential to the agriculture community; provides regular reports to the Agriculture Steering Committee.
- Involves District faculty and staff and stakeholders in the planning, development, and implementation of the Innovation Farm at Hartnell Ranch and other innovation initiatives.
- Collaborates with the Hartnell College Foundation in fundraising and friend-raising efforts as they relate to assigned area; seeks out appropriate public grant opportunities and private funding opportunities that bring resources to support the development of the Innovation Farm at Hartnell Ranch and related innovations; prepares grant proposals and applications, and manages assigned grants.
- In coordination with the District's Public Information Officer, develops a comprehensive program of communication, including catalogs, brochures, and other printed or electronic materials, about the Innovation Farm at Hartnell Ranch programs, activities, and achievements to the District, the community, education and research institutions, the agriculture industry, stakeholders, and partners; prepares and distributes an annual report of activities, accomplishments, and outcomes for the Innovation Farm at Hartnell Ranch and other innovation initiatives.
- In coordination with the Dean of Academic Affairs and other personnel, participates in the development, management, implementation, and follow-up for major events and activities, including, but not limited to Western Food Safety Summit, Salinas Valley Ag Tech Summit, open house events, and outreach.
- Collaborates with faculty and other administrators to ensure that the Innovation Farm at Hartnell Ranch and other innovation initiatives are linked to student learning and support innovative teaching.
- Conducts annual and comprehensive evaluations of programs, services, and activities associated with the Innovation Farm at Hartnell Ranch and related initiatives; develops, implements, and assesses learning or service area outcomes for assigned programs and services.

- Conducts a variety of analytical and operational studies regarding programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of agriculture business innovation and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official files.
- Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean of Academic Affairs.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Principles and practices of enrollment management.
- Principles and practices of fiscal management, strategic and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- The local, regional, and state agriculture communities, industry areas of greatest interest and concern, and potential for growth and support.
- Principles, practices, theories, and methods of research design, evaluation, data collection and statistical analysis, interpretation, and reporting of a variety of data and information.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

### **Ability to:**

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.

- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stake holders including; faculty, students, administrators, support staff, unions and the community.
- Recruit, select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Be highly creative, but practical.
- Lead and assume initiative without close supervision, and interact comfortably with the highest level of leadership of the agriculture industry.
- Identify public and private grant opportunities and effectively engage partners during the application process and throughout subsequent grant management and implementation activities and reporting.
- Foster open communication among all stakeholders, adhering to principles of trust, teamwork, and collaboration.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand scope of authority in making independent decisions.

### **Education and Experience:**

- A master's degree in agriculture, science, technology, and/or a related field from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Two (2) years of professional experience in program administration or related educational functions.

### **PHYSICAL DEMANDS**

Must possess mobility to work in classroom setting, use standard classroom equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing program policies and procedures.