

Job Title

PROJECT POLICY ANL SUPV 2 (Program Manager)

Job ID

13300

Location

Davis

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Department Description

The UC Davis Air Quality Research Center (AQRC) is a growing interdisciplinary Organized Research Unit (ORU). Its mission is to facilitate research on the scientific, engineering, health, social, and economic aspects of gaseous and particulate atmospheric pollutants.

AQRC analyzes particulate matter samples for the United States National Park Service (NPS) Interagency Monitoring for Protected Visual Environments (IMPROVE) and the Environmental Protection Agency (EPA) Chemical Speciation Network (CSN). IMPROVE was established in 1985 to monitor visibility in the National Parks and Wilderness Areas, and AQRC operates over 150 air pollution sampling sites for IMPROVE, as well as analyzes samples, processes the analysis data, and delivers data to the NPS and EPA. CSN collects samples in an urban monitoring network with over 140 sites. For CSN, AQRC analyzes samples, processes the analysis data, delivers data to the EPA, and analyzes the data for patterns and trends.

Job Summary

Under general supervision of the Air Quality Research Center (AQRC) Director, perform program management functions for the Chemical Speciation Network (CSN), Interagency Monitoring of Protected Visual Environments (IMPROVE) program, and other projects as they arise. Responsibilities include (1) coordinate project deliverables and documentation, (2) supervise a Project Coordinator and Copy Editor, (3) participate in AQRC leadership meetings, (4) develop and maintain internal and external communications, (5) develop and track program accounts, budgets, and spending, (6) work closely with the Director and Associate Directors to contribute to long range vision and strategy, (7) ensure safety training and documentation are maintained, and (8) oversee human resource actions.

POSITION INFORMATION

Salary Range

\$5,683.33 - \$11,408.33/MO.

No. of Positions

1

Appointment Type

Career

Percentage of Time

Fulltime, 100%

Shift Hours

Monday – Friday 8:00am to 5:00pm

Location

UC Davis

Union Representation

No

Benefits Eligible

Yes

Apply by Date

12/17/2020

PHYSICAL DEMANDS

Sit at a desk in front of a monitor for long periods of time.

WORK ENVIRONMENT

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.

QUALIFICATIONS

Required:

-Bachelor's degree in a scientific or engineering discipline, and at least 5 years professional work experience in a scientific, engineering, or related field.

-Program/project management experience in a grant-funded environment.

-Management experience overseeing the scope and work of an analytical support team to include: delegating, coordinating, supervising and evaluating workload and assignments, developing a staffing plan; training, mentoring and motivating staff; and managing performance.

-Organizational skills to prioritize tasks, manage project deliverables, meet deadlines, and track progress including scientific measurements.

-Financial skills to review expenditures, monitor project balances, and develop detailed budgets.

-Scientific writing, technical writing, editing, and proofreading skills to develop project reports, correspondence, presentations, and coordinate projects concisely and clearly.

-Interpersonal and communication skills to clearly, diplomatically, and effectively interact with individuals of varying perspectives/backgrounds, establish and maintain cooperative working relationships across interdisciplinary teams, and anticipate interconnections between different entities within the organization.

-Computer skills with word processing, spreadsheet, database, flowchart and presentation software and conducting internet research.

Preferred:

-Master's degree in a scientific or management discipline, or an equivalent combination of education and experience.

-Familiarity and/or experience with variance reporting.

-Familiarity with the Structured Query Language (SQL).

-Experience using automated financial systems.

-Theoretical background and professional level of knowledge in air quality measurements and analysis.

-Experience with or knowledge of safety program development and/or field risk management practices.

-Read and follow the UC Davis Principles of Community.

SPECIAL REQUIREMENTS

Background Check

NA

EEO/AA Statement

The University of California is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race,

color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy.