

DEPARTMENT: Personnel

BY: Richard J. Benson

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve the proposed job description of Master Gardener Coordinator as an Extra-Help only classification and set the hourly rate at \$17.70; in addition, approve the budget action form to move existing appropriations within the Cooperative Extension budget. The Cooperative Extension currently has oversight of the Master Gardener Coordinator position and has a contract with Mariposa County; the County makes funding available for this function. Typically, positions such as this in other counties are county part-time positions. The Farm Advisor wants to ensure that this function is being executed in the most cost-efficient manner and by making this a County position, the County will have more oversight of the function. This position will require a pre-employment physical.

Approve the budget action form to move existing appropriations within the Cooperative Extension budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors from time to time approves request such as this.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this action as proposed; continue funding the contract for the Master Gardener Coordinator function.

Financial Impact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially Funded		
Amount in Budget: \$ <u>12,500</u>		List Attachments, number pages consecutively
Additional Funding Needed: \$ <u>-0-</u>		
Source:		Job Description
Internal Transfer <input checked="" type="checkbox"/>		Budget Action
Unanticipated Revenue _____ 4/5's vote		
Transfer Between Funds _____ 4/5's vote		
Contingency _____ 4/5's vote		
() General () Other		

CLERK'S USE ONLY:

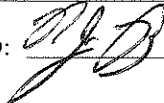
Res. No.: 10-26 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved
 Minute Order Attached No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
 Attest: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 By: _____
 Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments: _____

CAO: 

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0608-742	0201	Extra-Help		\$12,500	
001	0608-742	0419	Master Gardener/UC Supp.			\$12,500
001	0104-414	1090	GENERAL CONTINGENCY			
				TOTAL	\$12,500	\$12,500

TRANSFER BETWEEN FUNDS						
TOTALS					\$0	\$0

ACTION REQUESTED: (Check all that apply)

() Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget , or appropriating Reserve for Contingencies;

(X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

JUSTIFICATION: To allow the Master Gardener position to become a County Extra-Help position rather than a contracted position.

DEPT HEAD SIGNATURE Mary B. Johnson DATE 1-5-10

APPROVED BY RES NO. 10-26 CLERK Tracy Justice, Deputy DATE 1-12-10

COOPERATIVE EXTENSION

AUDITOR'S USE ONLY BA #

MASTER GARDENER COORDINATOR

DEFINITION

To plan, develop, and coordinate the Mariposa County Master Gardener program; assist with educational events, production of newsletters and other publications relevant to the Master Gardener program; assist with public service calls as they relate to the Master Gardener program; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the University of California Cooperative Extension's Mariposa County Director / Farm Advisor.

EXAMPLES OF ESSENTIAL FUNCTIONS

Serves as liaison between the University, the County, and volunteers for the development and coordination of the Master Gardener program; works in collaboration with the statewide Master Gardener Program on policy, volunteer management and program issues with a focus on County and statewide agriculture and natural resources initiatives.

Coordinates the recruitment of new volunteers for the Master Gardener program; provides advice, support, and assistance as needed.

Assists with education activities related to the program.

Develops and implements an effective public relations and information program; prepares and distributes news releases and other promotional materials; prepares and distributes the monthly newsletter; makes presentations to various public and private groups; develops and implements outreach programs.

Ensures that the Master Gardener program operates within the established guidelines of University of California Cooperative Extension.

Participate in and provide support when appropriate to collaborative groups including local County departments addressing agriculture and natural resource issues.

Ensures the maintenance of accurate and up-to-date program records as they relate to volunteer service.

Performs general administrative work as required, including but not limited to preparing correspondence, copying and filing documents, ordering supplies and materials, entering and retrieving computer data, sending and receiving faxes, answering the telephone, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances.

Master Gardner program mission, goals and objectives.

Program development, management and monitoring techniques.

Principles of education, recreation, group interaction and communication.

Modern office practices and technology, including the use of computers for word processing and records management.

Methods of record-keeping and report preparation.

English usage, spelling, grammar and punctuation.

Public / community relations techniques.

Conflict resolution skills.

Ability to:

Read, understand, interpret and apply pertinent federal, state and local laws, rules and regulations.

Plan, organize and conduct events and activities.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Recruit, train and orient volunteer staff.

Motivate and recognize the performance of volunteers.

Communicate clearly and concisely, both orally and in writing.

Prepare clear and concise reports.

Make effective oral and written presentations.

Gain cooperation through discussion and persuasion.

Establish and maintain effective working relationships with those contacted in the course of work.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment. Tasks may involve extended periods of time at a keyboard or workstation. Incumbent drives on surface streets and may be exposed to traffic hazards. May work a flexible work schedule that includes some evening or weekend hours.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move objects and materials of up to 40 pounds in weight. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Two years of experience working with youth and/or adults in an educational environment, preferably as related to agriculture, home horticulture, or natural resource issues.

Education:

Minimum of 15 semester or 22 quarter units from an accredited college or university in education, agriculture, natural resource, or closely related fields.

Substitution:

One additional year of qualifying experience may be substituted for the required college units.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstance, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three month by signing an acknowledgement form.

Ability to pass the California State Department of Justice fingerprinting clearance.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.