

August 2, 2016

Position Posting

Please submit resumes by August 19, 2016 to jobs@citrusresearch.org

Citrus Research Board Director of Laboratory Operations

Position Summary:

The Director for Laboratory Operations for the Citrus Research Board (CRB), is responsible for assisting the CRB President with administrative, human resource, finance, grant reporting and other key details for CRB laboratory operations in the Riverside area: (1) the Jerry Dimitman Laboratory and (2) the CRB Biocontrol office, laboratory and field operations. The Citrus Research Board's corporate headquarters are in Visalia, CA, but this position will be located in the Riverside, California area. The Director of Laboratory Operations is a valuable team member that reports to the CRB President and will work with the CRB Research Department, the Jerry Dimitman Laboratory Lab Director, the CRB Entomologist and the USDA biocontrol advisor to ensure regular communications, proper attention to detail, accountability, transparency, and compliance regarding grant requirements/work plans/work instructions. The position requires a positive self-starter who can achieve multiple daily priorities. The Director of Laboratory Operations will be a focused team player who will motivate, inspire and direct staff to achieve success.

Responsibilities:

- Serve as Principal Investigator for CHRP and HLB MAC funded biological control projects, including report preparation and submission, development of grant work plans and budgets.
- Provide direction and support to the two laboratory operations in the Riverside area.
- Work on a regular basis with the CRB Jerry Dimitman Laboratory Lab Director to ensure proper work instruction compliance and agency communication.
- Coordinate Biocontrol logistics (personnel, equipment, vehicles) to ensure goals are met.
- Assist entomologists, field crews and technicians in erecting cages, harvesting biocontrol agents and overseeing experiments.
- Coordinate weekly conference calls to provide updates to personnel and cooperators.

- Serve as liaison with scientists, growers and homeowners in the investigation into new ACP/HLB detection and control techniques.
- Oversee delivery of fruit to homeowners who voluntarily allow removal of possible HLB positive hosts.
- Report regularly to the President regarding operational details.
- Assist the CRB Finance Department in the annual budget preparation, review of monthly budget variance reports, approval of expenditures, timely submission of accounts payable and subsequent production of claims to respective funding agencies.
- Provide lead management liaison with the California Agricultural Support Services (CASS) agency in hiring, evaluation and possible termination recommendations to the President.
- Serve as the lead staff member regarding organizational responsibilities for the Biocontrol Task Force, the Lab Path Forward Committee and the Lab Technical Advisory Committee. This includes collaboration with the committee chairmen and the President, and preparing meeting notices/agendas/minutes.
- Provide regular communications to the board, the staff and the citrus industry regarding the work of the two CRB laboratory operations.
- Prepare and present technical and non-technical presentations.
- Support the President by attending meetings, conferences and events as assigned.
- Serve as an advisor to Cal Poly-Pomona's ACP Senior Research Program.
- Perform any and all other duties as may be required from time to time as the need arises and as assigned by the President.

Recommended Qualifications:

- PhD degree in entomology, plant pathology, plant physiology or other relevant degree program preferred.
- 5 years of experience in research related to agricultural production or related science.
- General knowledge of citrus pest and disease detection and management preferred.
- 3 years of organizational leadership and management track record of success is a priority.
- Must be a dependable self-starter with a good work ethic.
- Demonstrated PC skills and software (Word, Outlook, PowerPoint, Excel) required.
- Excellent planning, verbal, and written communication skills required.
- Possession of a valid California Driver's License

Physical Requirements:

Work situations occur in both office and field locations.

- Office work involves sitting for long periods of time
- Working at a desk or computer keyboard
- Occasional bending and lifting of objects
- Field work involves driving vehicles to work locations
- Walking over uneven ground
- Work in a citrus grove
- Working in extreme weather conditions of heat or cold
- Working in wet weather conditions
- Working on ladders
- Ability to lift up to 45 pounds

The Citrus Research Board is an equal opportunity employer and will not discriminate against any applicant on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status, or any other consideration made unlawful by federal, state, or local laws.