



JOB DESCRIPTION

JOB TITLE	President
DEPARTMENT	Administration
REPORTS TO	Chairman of the Citrus Research Board (CRB)
CLASSIFICATION	Full time; exempt
LOCATION	Visalia, California

SUMMARY

The Citrus Research Program is a grower-funded and grower-directed science and technology program established in 1968 under the California Marketing Act as a mechanism for enabling California citrus growers to sponsor and support needed scientific and technical research to further the goals of their industry. Much of this work is accomplished through funding that is awarded to research projects by the program administrator, the Citrus Research Board (CRB).

The CRB President works at the pleasure of the 21-member board, comprised of 20 citrus producers and one public member. The President is responsible for development of the organization's program of research and development work, its annual budget, and long-range strategic planning and oversight. This position is tasked with, in conjunction with the Director of Communications, all formal communications released to the public, while providing operational direction across all departments both at the main office in Visalia, CA and the various laboratory locations located in Riverside, CA.

The President also works in close collaboration with organizations such as California Citrus Mutual (CCM), the Citrus Research & Development Foundation (CRDF), the California Citrus Quality Council (CCQC), the Citrus Clonal Protection Program (CCPP), Sunkist Growers, USDA Agricultural Research Service (ARS), USDA Animal and Plant Health Inspection Service (APHIS), University of California Division of Agriculture and Natural Resources (UC ANR), the Citrus Pest & Disease Protection Committee (CPDPC) and Multi-Agency Coordinating Group (MAC) and others.

The CRB President informs the Board of challenges and opportunities in its role as the citrus pest & disease research, development and implementation organization working on behalf of all California citrus growers. The President utilizes assets at their disposal to be an industry innovator, problem-solver and leader regarding these matters, and other initiatives as directed by the Board.



JOB DUTIES

Duties of the President include (but are not limited to) the following activities:

Strategic

- Upon joining, collaborate with the Board to undertake an organizational review, including strategy, structure, priorities, processes and staffing.
- Provide operational direction and guidance relative to the financial viability of the organization. The President is responsible for budget development and performance, investment of reserve funds, collection of assessments, grants and awards, and the payment of research project awards as properly invoiced by research organizations.
- Provide direction and supervision to the research department in their efforts to solicit top-notch citrus research proposals and solve major industry challenges.
- Serve as the public relations and media spokesperson along with the Chairman of the Board relative to citrus research issues.
- Serve as Executive Editor of *Citrograph* magazine, a quarterly publication detailing the work of the CRB and the progress of many of the research projects it funds. This includes the proper allocation of resources to perform the annual work plan in producing the major communications tool of the organization.
- Provide guidance and direction to the communications department in the planning and production of CRB events such as the California Citrus Conference, International Research Conference on Huanglongbing, grower seminars, the Post-Harvest Conference, and others.
- Serve as an advisory member of the Citrus Pest & Disease Prevention Committee and USDA's HLB MAC. Represents the California citrus industry on monthly Citrus Health Response Program conference calls.
- Understand the importance of deadlines for sponsored research, including intellectual property notifications, in collaboration with CRB's IP legal counsel.
- Be actively aware of the CRB-sponsored research that will lead to implementation, commercialization and adoption, and facilitate the transfer of such technology to California citrus growers for use.
- Participate in negotiating the details of agreements with technology transfer entities (universities, USDA, corporations, etc.).
- Support efforts regarding business and new product development, including investment and licensing.
- Other duties as assigned by the Board, various committees, and Board members, including the Chairman of the Board.



JOB DUTIES (continued)

Tactical

- Staff the organization, which includes setting the hiring process, compensation levels, performance & accountability, training, mentoring, coaching, discipline and termination of staff when necessary.
- Supervise, communicate with and motivate all staff and departments (Finance & Accounting, Research, Contracts & Grants, Data Management, Information Technology, Communications, a diagnostic laboratory and a biocontrol research & production laboratory).
- Conduct the annual grower nomination meetings, held in 3 districts around California.
- Travel throughout the state, to Washington, DC and to other citrus producing regions representing the California citrus industry.
- Properly administer all policies, procedures and actions that the Board adopts and undertakes, and that the Marketing Order requires.
- Ensure compliance with the state of California relative to the Bagley-Keene act open meeting rules. This includes working with staff to ensure proper meeting notices are posted for over 50 board and committee meetings per year, along with the drafting and submission of meeting minutes.

QUALIFICATIONS

Skills

- Excellent organizational and leadership abilities.
- Ability to clearly and effectively communicate with growers, packing house professionals, government officials, researchers and the media.
- Demonstrated ability to write, understand and critically review and edit technical and research articles.
- Critical thinking, collaboration and problem-solving skills.
- Good people skills, ability to interact positively with a diverse set of people.
- Excellent communication skills, both written and verbal.
- Intellectual property and technology management expertise.
- Ability to effectively use modern digital productivity tools such as Microsoft Office and Dropbox.



QUALIFICATIONS (continued)

Experience & Education

A combination of experience and education that provide the required knowledge, skill, and abilities is required. This would typically include:

- University degree in agriculture, business, organizational leadership and/or communications; with preference given to candidates with an advanced degree.
- Minimum of 10 years of experience working with a marketing order or similar organizational management experience.
- General understanding of research administration, funding and problem-solving.
- Familiarity with federal and state marketing orders.

SPECIAL REQUIREMENTS

- Possession of a valid California Driver's License with a clean driving record.
- Occasional out-of-town, multi-day business trips may be necessary.

Work Environment

This job typically operates in an office setting, but frequently requires travel to meetings and events in Central and Southern California, as well as to Sacramento and Washington, DC. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

Physical Demands

This position is mainly one in an office, but some exposure to laboratory environments occur. Walking of research plots and/or citrus groves may be encountered.

EOE STATEMENT

The CRB is an equal employment opportunity employer. All employees are valued without regard to race, color, national origin, gender, age, marital status, religion, disability, sexual orientation, pregnancy, or veteran status or other characteristic protected by law.