

## Research Director

### **DESCRIPTION OF WORK:**

Positions in this banded class establish and adapt administrative programs for the research stations/laboratories within an organization and develop and execute programs to fulfill all State and/or Federal administrative requirements. Work requires knowledge of personnel and fiscal management; research concepts, practices and procedures; regulatory requirements; and short and long term planning and budgeting. The range of duties includes, but is not limited to: establishing program goals and objectives; overall planning and supervision of general station/laboratory operations; developing, maintaining, and prioritizing budgetary resources; establishing work guidelines, policies, and procedures; monitoring effectiveness and quality control; overseeing human resources management; and performing public relations activities with other departments, agencies, and organizations.

### **EXAMPLES OF COMPETENCIES:**

#### **CONTRIBUTING:**

**Organizing and Directing Work**- Ability to facilitate the development of short and long term program plans and operations to accomplish the goals and objectives of the organization; ability to monitor program quality; ability to understand obstacles, make alternative plans and/or modify existing procedures.

**Planning and Budgeting** - Ability to plan work operations and priorities; ability to set deadlines; identify cost saving measures.

**Knowledge-Professional/Scientific**- Knowledge and understanding of scientific/agricultural concepts, principles, practices and methods used to conduct sound research; knowledge of related technology, instruments and equipment used at stations/laboratories.

**Human Resources Management** - Ability to assign and monitor work of staff; ability to review work of staff upon completion to assess and problem solve; ability to review and approve human resources policies questions and requests; ability to participate in recruitment and selection process and/or performance assessment; ability to identify problems and bring to the attention of appropriate people; ability to resolve problems and complaints; ability to identify and recommend career development opportunities with employees.

#### **JOURNEY**

**Organizing and Directing Work** - Ability to develop and implement short and long-term plans and operations to accomplish goals and objectives of the organization; ability to monitor and adjust plans; ability to design and implement new programs; ability to participate in strategic planning efforts.

**Planning and Budgeting** - Ability to ensure adherence to procedures and work standards; recommend changes; ability to monitor expenditures and identify potential budget issues; ability to recommend needed revenues and revisions to the budget.

**Knowledge-Professional/Scientific** - Knowledge and understanding of scientific/agricultural concepts, principles, practices and methods used to conduct sound research; knowledge of related technology, instruments and equipment used at stations/laboratories.

**Human Resources Management** - Ability to review accomplishments to ensure stations'/laboratories' research project objectives are met; ability to plan the development of training programs; ability to oversee/monitor recruitment and selection process; ability to conduct performance management; ability to ensure human resources policies are practiced; ability to participate in resolution of disciplinary and grievance issues.

#### **ADVANCED**

**Organizing and Directing** - Ability to lead the organization in overall planning and strategic planning efforts in establishing long-term program goals and objectives; ability to design organizational structure and lead the assignment of resources; ability to develop ideas and requirements with organization-wide impact; ability to manage the design and implementation of new programs.

**Planning and Budgeting** - Ability to evaluate, prioritize, and monitor budgetary resources/expenditures and continuation and expansion budgets; ability to review budgetary needs submitted by others; ability to make and approve major expenditures;

**Knowledge-Professional/Scientific** - Knowledge and understanding of scientific/agricultural concepts, principles, practices and methods used to conduct sound research; knowledge of related technology, instruments and equipment used at stations/laboratories.

**Human Resources Management** - Ability to establish and/or administer guidelines, policies, and standards for stations'/laboratories' operations; ability to review and evaluate the overall accomplishments of each station to assure that goals of the division/organization are being met; ability to observe and assess work of other staff; ability to administer and ensure compliance with human resources policies and procedures including staffing

ability to make presentations supporting the budget to various groups and/or legislative committees.

decisions and employee relations; ability to make final disciplinary decisions in consultation with others.

**MINIMUM TRAINING AND EXPERIENCE:**

Bachelor's degree and six years of progressively responsible research experience, of which two years are supervisory or managerial; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

**Special Note:** This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.

**NECESSARY SPECIAL QUALIFICATIONS:**

Not applicable.