

BIL BAR Project Manager

Posting Details

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Posting Number S12612P

Working Title BIL BAR Project Manager

Department PSO-State Botanic Garden of GA

About the University of Georgia Since our founding in 1785, the University of Georgia has operated as Georgia's oldest, most comprehensive, and most diversified institution of higher education (<https://www.uga.edu/>). The proof is in our more than 235 years of academic and professional achievements and our continual commitment to higher education. UGA is currently ranked among the top 20 public universities in U.S. News & World Report. The University's main campus is located in Athens, approximately 65 miles northeast of Atlanta, with extended campuses in Atlanta, Griffin, Gwinnett, and Tifton. UGA employs approximately 3,000 faculty and more than 7,700 full-time staff. The University's enrollment exceeds 40,000 students including over 30,000 undergraduates and over 10,000 graduate and professional students. Academic programs reside in 18 schools and colleges, as well as a medical partnership with Augusta University housed on the UGA Health Sciences Campus in Athens.

About the College/Unit/Department

College/Unit/Department website <https://botgarden.uga.edu/>

Posting Type External

Retirement Plan TRS or ORP

Employment Type Employee

Benefits Eligibility Benefits Eligible

Full/Part time Full Time

Work Schedule

Additional Schedule Information Monday-Friday 8am-5pm; occasional weeknights and/or weekends for special events.

Funding is secured for two years. The position's term may be extended should additional revenue lines be secured.

Advertised Salary \$50,000-\$60,000

Posting Date 09/03/2024

Open until filled Yes

Closing Date

Proposed Starting Date 10/07/2024

Special Instructions to Applicants

Location of Vacancy Athens Area

EEO Policy Statement The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (hrweb@uga.edu).

USG Core Values Statement

The University System of Georgia is comprised of our 26 institutions of higher education and learning, as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found online at https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct.

Additionally, USG supports Freedom of Expression as stated in Board Policy 6.5 Freedom of Expression and Academic Freedom found online at <https://www.usg.edu/policymanual/section6/C2653>.

Position Information

Classification Title

Public Service Professional AD

FLSA

Exempt

FTE

1.00

Minimum Qualifications

Requires at least a baccalaureate degree in the field. Please contact your Human Resources office for an evaluation of education/experience in lieu of the required minimum qualifications.

Preferred Qualifications

Position Summary

The Georgia Native Seed Network (GNSN) is a new initiative by the State Botanical Garden of Georgia and its partners to address the inadequate supply of Georgia ecotype plant materials. The program will focus on producing local ecotype seeds for regions throughout Georgia where there is significant demand from numerous fully funded ongoing habitat conservation and restoration projects. These plant materials will primarily be cached for post-wildfire restoration actions by the U.S. Fish and Wildlife Service. Still, they will also be used for restoration throughout the state. This involves identifying and collecting seeds, vouchering and assessing the genetics of populations of restoration species, establishing production sites, and managing an inventory of plant material for the state. The Georgia Native Seed Network aims to develop regional standards, protocols, and best practices for seed increase, collection, and storage. The State Botanical Garden of Georgia will manage the network.

Funding is secured for two years. The position's term may be extended should additional revenue lines be secured. The successful candidate's primary role will be to serve as the Program Manager of the Georgia Native Seed Network. This position will entail extensive program development and management, partner cultivation, coalition building, fundraising, grant writing, and travel. This position will supervise the GNSN Coordinator and 3-5 technicians implementing field work. The Program Manager will work closely with other team members at SBG and partner organizations. The Program Manager will report directly to the SBG Science & Conservation Director.

Knowledge, Skills, Abilities and/or Competencies

- Demonstrated experience with project management, leadership, motivating and inspiring others in a team environment.
- Proven experience developing, implementing, and completing projects.
- Knowledge of and prior experience implementing SOS Seed Collection Protocols.
- Experience with writing project reports, publications, and grant proposals.
- At least two years of experience in project budgeting and fiscal management. Experience in UGA systems preferred.
- Excellent interpersonal skills and the ability to communicate with various audiences, including laypeople, volunteers, private landowners, interns, academics, business leaders, agency personnel, donors, and other professionals.
- Excellent communication skills, both in written and oral communication, and exceptional presentation abilities.
- Preferred proficiency with ESRI ArcGIS products, including Collector and Survey123.
- Experience operating heavy equipment (tractors, skid steers, etc.)

Physical Demands

- Work in a variety of outdoor and indoor settings.
- Hike over rugged terrain and various landscapes (wetlands, grasslands, rugged hills, slopes, etc.)
- Lift 50 pounds.

Is driving a responsibility of this position? Yes

Is this a Position of Trust? Yes

Does this position have operation, access, or control of financial resources? Yes

Does this position require a P-Card? No

Is having a P-Card an essential function of this position? No

Does this position have direct interaction or care of children under the age of 18 or direct patient care? No

Does this position have Security Access (e.g., public safety, IT security, personnel records, patient records, or access to chemicals and medications) Yes

Credit and P-Card policy

Be advised a credit check will be required for all positions with financial responsibilities. For additional information about the credit check criteria, visit the [UGA Credit Background Check website](#).

Background Investigation Policy

Offers of employment are contingent upon completion of a background investigation including, a criminal background check demonstrating your eligibility for employment with the University of Georgia; confirmation of the credentials and employment history reflected in your application materials (including reference checks) as they relate to the job-based requirements of the position applied for; and, if applicable, a satisfactory credit check. You may also be subject to a pre-employment drug test for positions with high-risk responsibilities, if applicable. Please visit the [UGA Background Check website](#).

Duties/Responsibilities

Duties/Responsibilities

Program Development and Management, and Financial and Administrative Management: 65%

- Develop and manage a new Georgia native seed program for ecological restoration focused on grassland, woodland, and wetland species.
- Establish and lead all aspects of the program, including hiring staff and interns, establishing research, developing a seed collection/storage strategy, and developing native plant materials.
- Develop and manage a coalition of partners, including seed producers, government agencies, NGOs, universities, corporations, and philanthropic foundations.
- Coordinate program development with existing teams (SOS, USFWS, etc.).
- Oversee and manage a team of technicians planning, prioritization, collection, cleaning, shipping, storage, research, and production of native seeds based across the state of Georgia.
- Serve as primary liaison for administrative matters with SBG, SGI, SOS National Curator, and USFWS Partners Program.
- Manage donor grant budgets and reporting.
- Manage all donor communications and relations.
- Ensure all procurement meets UGA and funder policies and procedures.
- Lead grant proposal writing for major funding from various sources.

Percentage of time

65

Duties/Responsibilities

Technical and Field Work: 20%

- Support the coordinator with obtaining permits, organizing field trips, collecting and documenting plant materials, participating in volunteer events, and propagating and maintaining plant materials.
- Attend training to stay updated on technical protocols.
- Support team members and partners in Plant propagation.
- Assist team with grassland and grassland-associated ecosystem restoration.
- Assist team with providing technical assistance to partnering producers.
- Assist team with establishing native plant production plots.
- Operate heavy equipment
- Operate power tools

Percentage of time

20

Duties/Responsibilities

Communications and Outreach: 15%

- Develop and manage written materials (brochures, informational packets), communications (Zoom calls, phone calls, update emails), and social media content.
- Publicize the program through presentations, webinars, articles, and brochures.
- Work with contractors to establish and maintain a web presence for the program.
- Support team to implement education, outreach, reporting, and policy efforts through communications.
- Coordinate and conduct annual workshops and outreach events.

Percentage of time

15

Contact Information

Recruitment Contact

Contact Details

For questions concerning this position or recruitment progression, please refer to the Recruitment Contact listed below.

Recruitment Contact Name

Jennifer Ceska

Recruitment Contact Email

jceska@uga.edu

Recruitment Contact Phone

Posting Specific Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Resume/CV
2. Cover Letter

Optional Documents

None