

AGRICULTURE DEVELOPMENT AND PROMOTION DIVISION ADMINISTRATOR

DESCRIPTION: Under administrative direction is responsible for development, education, and promotion activities of the Department of Agriculture. The incumbent provides technical and advisory assistance to the Director and assists in the development of policies, procedures, and programs; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Schedules, distributes, and guides the work of subordinates in accordance with established work requirements.

Monitors and reports on the work performance of subordinates to determine overall conformity to established timetables and standards and to document and communicate employee production levels and training needs.

Consults with and advises management on development, education and promotion matters to identify impact and participate in management decisions effecting agency policy and procedures.

Develops and implements policies, plans, and procedures to collect data and information required to prepare the agency budget.

Analyzes, compiles, and consolidates the data and information collected into an agency budget to provide management with a tool to control available financial resources.

Monitors expenditures to ensure controls are maintained in accordance with established regulations and policies.

Administers disbursement and monitoring of grant funds for projects such as Rural Rehabilitation Funds.

Directs, coordinates, and supervises activities of the Nebraska Agriculture Youth Institute.

Directs the Agriculture in the classroom program.

Directs public information activities including news releases of the Department of Agriculture and publication such as the department newsletter.

Assists the Director and Assistant Director in developing agriculture related programs for agriculture advocacy and education.

Identifies agriculture, manufacturing and service firms' products having export potential.

Advises firms and individuals on strategies and methods of successful export marketing.

Conducts and/or participates in export workshops and seminars throughout the state.

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Provides firms with export trade leads through Nebraska Export Trade Leads Advisory Committee using AGNET, FAS, USDOC and other sources.

Informs firms of the export marketing and promotion services of international, federal, state and commodity groups that can help increase export potential.

Organizes selected overseas trade shows and trade missions, with co-participation of private firms.

Seeks foreign direct investment opportunities for state and local firms and makes this information available to Nebraska prospects.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: programs of the agency for which services are provided; the structure, policies, procedures, and operating details of the programs provided; current trends and developments in government budgeting; policies, procedures and technicalities of export marketing, policies and purpose of various agriculture commodity groups; groups or individuals who may aid marketing efforts.

Ability to: interpret state and federal fiscal policies and procedures; develop objectives, performance goals, and work priorities; develop promotional and educational materials regarding domestic and international marketing; plan and elicit the participation of a variety of government officials and private marketing representatives; interact with and gain cooperation of supervisors, other employees, and the public; maintain effective working relationships, guide, and advise government officials and other staff in solving problems.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: project management procedures; principles and techniques of public relations; principles and practices of business, marketing, and public administration.

Ability to: manage funds and develop budget projections; participate in management decisions; organize and present facts and opinions orally and in writing; formulate and implement comprehensive plans and procedures; organize public events of varying sizes and targeted for varying audiences; deal effectively with persons of various ethnic, social, and political backgrounds.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline for positions in this class is post high school coursework/training in: Agriculture, Business or Public Administration and experience in developing budgeting systems, providing financial management consultation, export marketing, public relations, personnel management and agriculture marketing.