

AGRICULTURE PROGRAM MANAGER

DESCRIPTION: Under limited supervision independently plans, directs and manages the overall planning, direction and coordination of regulatory, educational, promotional or developmental services and programs affecting agriculture or agri-business industries in the state (i.e. agriculture commodities, animal health, plant industries, weights and measures, etc). Employees working in this classification have program management and decision making authority and typically have policy, planning, budget and/or supervisory responsibilities. Consultation with superiors occurs on a periodic basis to establish general guidelines for the programs assigned; 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.)

Plans, assigns, and supervises a statewide agriculture program with regulatory, educational, promotional or developmental services and functions.

Provides technical assistance and advice to subordinate staff in resolving administrative and operational problems in relation to an agriculture program by evaluating facts and considerations and proposing corrective action or solutions.

Performs professional work of a complex nature; makes decisions based on personal judgment that can have significant impact on the agricultural industry.

Develops or assists in formulating policies, procedures and long term goals and objectives for an agriculture program; monitors attainment of establish goals and makes program adjustments as necessary.

Maintains effective working relationships with members of the agriculture industry; prepares and conducts presentations with top level management of agricultural industries and other interested groups to provide program information and interpret federal and state rules and regulations.

Assists in the preparation of legislation regarding new regulations to be enforced surrounding assigned program.

Plans and conducts overall training of staff assigned to the program, teaching department policy and methodologies of the specific program.

Participates in the development of the program budget and monitors program expenditures according to budget allocations; completes and administers grants as necessary.

Keeps abreast of current agriculture program trends and new information through participation in conferences, training sessions, hearings and meetings relating to areas of assigned responsibility.

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

Knowledge of: the scope and impact of the program and activities directed and their relationship with programs and units within the division; the organizational structure, functions, policies, and standards of the agency; source material and guidelines for resolving problems not covered by precedent or established policies; the organizational structure, functional relationships, and administrative processes of the executive and legislative branches of state government; the federal and state laws and administrative regulations that govern the operations directed.

Ability to: understand and support management policies and procedures that impact established short and long term goals; develop and evaluate options and plans of action for solving organizational and operational problems; coordinate, monitor and evaluate effectiveness of program operations and activities; develop and implement program objectives and performance goals; assess staff progress toward achievement of program objectives and adherence with program standards; communicate in a clear and concise manner; express information to individuals and groups, taking into account the audience and nature of the information; listen and respond to other appropriately.

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

Knowledge of: agriculture industry in Nebraska; state and federal statutes, regulations and policies affecting agriculture or agri-business industries; the principles of management and public administration; the purposes, functions, policies, governing laws, and regulations of the agricultural relevant section; technical terms and jargon applicable to specialty program; department policies and procedures.

Ability to: plan, organize, and assign the work of subordinates; apply principles and practices to the operations directed; train and evaluate supervisors and/or staff effectively based upon their capabilities and performance; communicate with persons representing divergent backgrounds, interests, and viewpoints to exchange administrative/program information and to explain program operations and management decisions; prepare administrative, legislative, and program reports and recommendations; analyze the critical elements of an operational problem pertinent to the planning and directing of program activities.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities 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 an area related to the function of agriculture based agencies; examples are agricultural education, economics, journalism, or a technical area such as biology, agronomy or entomology plus four years of related experience; OR high school education or equivalent plus significant experience in a related area OR in an agency related to the agriculture industry.