

AGRICULTURE DIVISION ADMINISTRATOR

G53670

DESCRIPTION OF OCCUPATIONAL WORK

Under general direction, positions in this classification are responsible for the administration of a Division within the Department of Agriculture. Incumbent implements rules, policies, and procedures within an assigned area of responsibility. Work is performed independently with periodic consultation from other Division Administrators and the Director; performs related work as necessary.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions in this class perform managerial work requiring the combined application of general administrative management and knowledge, skills, and abilities. Responsible for ensuring that division functions are carried out effectively and efficiently, in accordance with relevant laws, regulations, policies, and agency program goals.

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.)

Develops, organizes, and directs the operations and activities for the division.

Responsible for supervision, training, and evaluation of performance for employees and delegation of responsibility to achieve divisional objectives.

Monitors staffing levels and prepares monthly reporting and statistical metrics.

Answers questions and interprets laws, rules, regulations, and benefits to employees and supervisors; drafts and revises focus area SOP's, writes memos, or conducts training for staff.

Administers the budget for a division and seeks out federal funding for various programs. Evaluates equipment and material requirements and approves new purchases.

Monitors legislation impacting the division. Collaborates with industry review boards to develop and propose potential revisions of statutes.

Reviews, updates, and adopts rules and regulations for the enforcement of the division's statutes.

Represents the agency at various meetings, seminars, etc.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: principles and practices of supervision, personnel practices, procedures and concepts; State Personnel rules and regulations, basic job functions and organization of the agency, State benefit program and personnel/payroll forms and procedures; principles and practices of administration including planning, organizing, staffing, and budgeting; the techniques of program research, planning, and evaluation; federal and state laws and administrative regulations that govern the operations directed; the scope and impact of the operations and activities directed and their relationship with programs and units within the agency; the organizational structure, functions, policies, and standards of the agency; source material and guidelines for resolving problems not covered by precedent or established policies of the agency; the organizational structure, functional relationships, and administrative processes of the executive and legislative branches of state government.

Ability to: plan, assign, direct, and evaluate the work of supervisors, managers, and subordinate employees; understand and support management policies and procedures that impact on established short and long term goals; develop and evaluate options and plans of administrative action for solving organizational and operational problems; coordinate administrative/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; apply administrative principles and practices to the operations directed; train and evaluate supervisors and staff based upon their capabilities and performance; communicate effectively with persons representing divergent backgrounds, interests, and viewpoints to exchange administrative/program information and to explain agency 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 administrative/program activities.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree from an accredited college or university in a related field AND six years of experience in either laboratory sciences, physical sciences, or a related field with a minimum of one year in a supervisory position.

Any equivalent combination of education and experience will be considered.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Specific positions may require an academic degree and/or professional license in a specific discipline.

Established: 12/25

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
All sections	Specification is new and consolidated from the Agriculture Laboratory Division Administrator (G53670), Agriculture Plant Industries Division Administrator (G47650), and Agriculture Weights & Measures Division Administrator (G47510)	12/2025