

AGRICULTURE PROGRAM SPECIALIST

DESCRIPTION: Under limited supervision from the Division Administrator and/or Program Manager, works independently, determines compliance with a particular act or section of statutes or administers a federally funded activity. Performs complex professional/administrative work at an advanced level related to the act or federal program; assists in the hiring, developing, and coordinating the training and scheduling of staff; provides training and education to effected industry in the area related to the purpose of the act or federal program; 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.)

Enforces and implements the intent of the act or federal program and policies as they apply to the effected industry regulated by the specific act or federal program.

Writes for managerial approval, standard operating procedures, compliance agreements, policy letters, and protocols to provide uniform compliance with specific act or federal program.

Investigates infractions related to the act or federal program and assists in the preparation of any enforcement action or assessment of administrative fines against violators, or preparation of a report to a federal agency.

Review violations related to the act or federal program to determine the infraction and the administrative remedy to include issuance of fines, administrative legal proceedings, off-sale of product, etc.

Reviews and updates the rules and regulations related to the affect act.

Conducts inspections for compliance to the act or federal program and/or for issuance of a license.

Issues official reports, billing notices, and withdraw-from-distribution orders.

Issues and signs federal and state certificates and quarantine compliance documents.

Conducts survey for maintaining a central state and/or federal database.

Conducts inspections of commodities and/or productions to assure compliance with the requirements of the act or federal program.

Assists program manager in budget preparation.

Develops and conducts presentations, training seminars, workshops, and educational materials for industry personnel, professional associations and other special interest groups on matters related to the act or federal program and rules/regulations adopted under the act.

Publish directories and other official reports as required.

X47360 – AGRICULTURE PROGRAM SPECIALIST (continued)

Writes and reviews grant proposals, request for proposals, contracts, and perform assessments of such.

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 act and rules/regulations pertinent to the application of the act; federal and state required investigatory compliance, and inspection procedures.

Ability to: Interpret, explain, and implement directives and guidelines pertinent to the act or federal program. Make presentations to varying groups of people, and operate a computer system with the capability to provide the data necessary to support an advanced level of technical work.

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

Knowledge of: Nature of work required under the specific act; research and investigative methods; use of professional writing skills. Must meet identification and technical requirements to perform surveys and inspections; specific management understanding related to the statutory requirement for compliance; and any state, national and international standards that must be met.

Ability to: communicate and work effectively with employees and the public; implement programs pertaining to specific act; read and understand directives and follow oral and written instructions in a professional manner. Operate automobile, and meet schedules and deadlines independently.

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.)

Bachelor's degree preferred in related area, or commensurate experience.