

AGRICULTURAL DEVELOPMENT OFFICER

GRADE 39

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work planning, organizing and administering the agricultural development program; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, developing and implementing programs and services which promote and enhance agriculture and economic activities; preparing statistical and operational reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages the County's Agricultural Development Office; formulates short and long range goals, objectives and other planning documents; develops policies and procedures; organizes staff workload and assignments; develops and directs agricultural development programs, services, resources and staff.
- Administers agricultural development programs including the Purchase of Development Rights; develops and implements programs to support farm business development and retention. In accordance with Federal and State mandates, oversees the stewardship and monitoring of PDR easements and other conservation easements acquired by the County. Coordinate with the County Attorney on any enforcement action.
- Supervises, directs and evaluates assigned staff, volunteers and special event workers; interviews, hires and assigns staff; processes employee concerns and problems; counsels, disciplines and completes employee performance appraisals.
- Develops and administers the budgets; controls expenditures; writes, reviews and administers agricultural related grants.
- Establishes and implements public relations, marketing and communications plans to promote agricultural development; develops marketing campaigns and materials for agricultural events; writes press releases; promotes and maintains editorial responsibility for the department website; provides information to the public; creates and delivers presentations and speeches to community groups, agricultural associations, schools, local businesses and the general public.
- Provides advice, guidance and expertise on agricultural development plans, policies, trends, and related agricultural issues; serves as an advisor to the County Board of Supervisors regarding agricultural related policies including land use, zoning, and federal and state programs; serves as Chief of Staff to the County's Agricultural Advisory Committee; and provides guidance and assistance to the local farm community.
- Serves as a member of various boards, task forces, committees and management and planning teams; serves as liaison between the County and local, state and federal agencies, the media, citizen groups, non profit organizations and the general public; attends meetings; and makes presentations as requested.
- Plans, supervises, coordinates and implements special events and activities.
- Conducts research and analyses of agricultural data; identifies trends; analyzes new developments; applies information to plans, programs and policies.
- Prepares, presents and distributes statistical and operational reports pertaining to Office programs and services.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of methods, approaches and procedures involved in the economic development of the agricultural industry and product marketing; general knowledge of agricultural market trends and land use capabilities; ability to develop and administer an overall agricultural development program suited to changing community needs; ability to carry out economic and land use research and compile reports on that research; ability to communicate effectively both in oral and written forms; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with farmers and local businesses, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from a college or university with major course work in agriculture planning or related field and considerable experience in the field of agricultural development.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.