

AGRICULTURAL DEVELOPMENT CHIEF

NATURE OF WORK IN THIS CLASS

Administers the programs and activities of the Agricultural Development Services Division for the Department of Agriculture.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Directs the management and development of programs for Consumer and Marketing, Farm Services, and Equipment and Maintenance Services.

Collaborates as a member of the Territorial Board of Plant and Animal Quarantine.

Maintains liaison with federal agricultural marketing agencies as well as state, international, local and private agencies.

Formulates policies, procedures and guidelines required for each divisional program.

Formulates commodity standards.

Directs and conducts promotional and educational conferences and lectures to stimulate the growth and understanding of sound agriculture management.

Directs the preparation of operating budget requests and the submission of federal aid program reports as needed.

Directs the preparation of and approves projects plans and specifications.

Develops research plans using current methods and procedures.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of agricultural business management and marketing.

Knowledge of micro and macro economic principles and their application.

Knowledge of the principles and practices of modern public administration.

Knowledge of farming techniques and equipment.

Knowledge of research and statistical methods and techniques.

Knowledge of the regulations dealing with plant and animal quarantine and their products.

Ability to administer a comprehensive agricultural development program.

Ability to interpret and apply pertinent laws, regulations and other program guidelines.

Ability to make work decisions in accordance with program guidelines.

Ability to evaluate operational effectiveness and initiate or recommend appropriate changes to improve effectiveness.

Ability to communicate effectively.

Ability to work effectively with the public and employees.

Ability to prepare scientific and technical papers and maintain records.

MINIMUM EXPERIENCE AND TRAINING

- A. Four years of progressively responsible professional experience in the field of agricultural development, one year of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in agricultural business management, or closely related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980

AMENDED: MARCH 1996

PAY GRADE: P

HAY EVALUATION:

KNOW HOW:	EII3	304
PROBLEM SOLVING:	E3 (38%)	115
<u>ACCOUNTABILITY:</u>	<u>E1P</u>	<u>132</u>
TOTAL POINTS:		551



ELOY P. HARA
Executive Director
Civil Service Commission