

AGRICULTURAL MANAGEMENT TECHNICIAN II**NATURE OF WORK IN THIS CLASS:**

This is skilled technical work involved in providing technical support to professional agricultural management specialists.

Employees in this class perform the full range of complex technical duties in the implementation of agricultural management programs. Employees also serve as lead workers over less experienced technicians. Work is performed under the general supervision of professional staff.

ILLUSTRATIVE EXAMPLES OF WORK:

(Any one position may not include all the duties listed; nor do the examples cover all duties which may be performed.)

Leads the work of lesser skilled technicians in the implementation of agricultural management programs, to include the Small Loan Revolving Fund, the Agricultural Land Lease Program, the Agricultural Water Rate Program, the Crop Compensation Program, the Bonafide Farmer Certification and other programs provided to farmers.

Conducts awareness on program application, eligibility guidelines, and enforcement requirements to farmers and the public.

Reviews program applications for completeness and determines eligibility status; prepares appropriate recommendations.

Insures compliance to program requirements and guidelines; conducts required field work to ascertain compliance and verification of information provided in program applications; prepares reports on findings and recommendations.

Oversees payments of the Farmer's and Fisherman's Small Loan Revolving Fund; prepares notices of delinquent loans; prepares referral documents to Attorney General of delinquent loans; monitors all secured assets to ensure availability; prepares reports of noncompliance.

Maintains records and prepares reports.

Performs related duties as required.

Agricultural Management Technician II

7.144

Page 2 of 3

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the basic principles and practices in the agricultural science technology.

Apply to apply the agricultural management program guidelines for eligibility determinations and enforcement.

Ability to lead the work of others.

Ability to conduct field investigations and inspections necessary in the implementation of agricultural management programs.

Ability to communicate effectively, orally and in writing.

Ability to make arithmetic computations with accuracy.

Ability to operate basic computer programs.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle may be required.

MINIMUM EXPERIENCE AND TRAINING:

- A. Graduation from high school or possession of a certificate of high school equivalency (GED) and two (2) years of specialized experience as an Agricultural Management Technician I or equivalent work; or
- B. Two years of academic study in a recognized college or university that included 12 semester hours in any combination of scientific or technical subjects, such as, agriculture, forestry, biology, chemistry, mathematics, or statistics; or
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Agricultural Management Technician II

7.144

Page 3 of 3

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license may be required.



ELOY P. HARA
Executive Director

Established: August, 1994

Evaluation:	D11	132
	C3 (25%)	33
	C1C	38
		—
		203

Pay Grade: I