

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Agriculture Services Program Manager II

**Class Code: 60431
Pay Grade: GK**

A. Purpose:

Develops, implements, and administers policies and procedures for multiple statewide agricultural programs pertaining to agronomy, dairy and plant protection to achieve department related goals and objectives and to ensure compliance with applicable state and federal laws.

B. Distinguishing Feature:

Agriculture Services Program Manager II administers multiple regulatory and comprehensive statewide programs governing agricultural activities and products.

Agriculture Services Program Manager I provide direction for a statewide program by interpreting state and federal regulations and overseeing program activities.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Administers and implements multiple agricultural program services and administrative functions to ensure program goals are met.
 - a. Monitors and promotes agricultural services and makes recommendations for improvement.
 - b. Interprets state and federal policies and procedures.
 - c. Develops and submits activity reports.
 - d. Consults with appropriate department staff for technical assistance on service delivery and/or program staff.
 - e. Participates in the development of short and long-term goals and strategic planning.
 - f. Develops and implements policies and procedures for services.
 - g. Negotiates contracts, agreements, grants and funding packages.
 - h. Directs and monitors complaint investigation activities.
 - i. Assists field staff as needed.
2. Supervises subordinate staff to ensure goals and objectives are met.
 - a. Interviews and selects staff.
 - b. Conducts performance appraisals and completes performance documents
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary actions.
 - e. Provides training and work direction.
3. Manages budget and fiscal operations for assigned programs to ensure the proper expenditure of program funds.
 - a. Coordinates and administers the fiscal activities of assigned programs.
 - b. Maintains accountability for multiple program budgets and their fiscal management.
 - c. Reviews and compiles the budgets for all programs supervised.
 - d. Prepares proposals, requests, and justifications to assist in the budgetary process.
4. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Division Director. Supervises personnel which may include a Dairy Laboratory Administrator, Agriculture Program Specialists, or Storekeeper.

E. Challenges and Problems:

Challenged to implement multiple programs to meet mandated statutory requirements while meeting the department's goal of providing agricultural services to industry and the general public. This is difficult because it requires a balance of service, education, and regulation; and involves different viewpoints of industry and public groups.

Problems include establishing and maintaining a communication network between staff and other programs; motivating staff; and interpreting policies and procedures as they apply to agronomy, dairy, and plant protection.

F. Decision-making Authority:

Decisions include interpretation and enforcement of state and federal laws and regulations; project priorities; program direction and emphasis; budget items and priorities; format and content of annual operating plans; operational procedures; content of contracts and agreements; approval of permits and licenses; recommendations for goals and objectives; and planning and policy recommendations.

Decisions referred include final approval of new or changed laws, rules, and policies; approval of atypical legal actions; procedural changes that involve other programs; and strategic plans and budgets.

G. Contact with Others:

Daily contact with industry groups and county extension offices to interpret state and federal laws and regulations; weekly/monthly contact with vendors, state labs to review lab results, issues and goals, and other state and federal agencies to coordinate of various programs.

H. Working Conditions:

Works in a typical office environment; and occasionally indoors around hazardous chemicals and outdoors in all weather conditions. Frequent travel may be required.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- principles and practices of agricultural management;
- federal, state, and local laws and regulations pertaining to agriculture products;
- department policies and procedures;
- principles and techniques of effective public relations and external communications;
- human resources management sufficient to supervise subordinate staff;
- basic principles and terminology of data management;
- techniques of administrative investigation;

- fiscal procedures.

Ability to:

- plan and organize of the activities of a program;
- analyze situations accurately and formulate and suggest effective courses of action;
- communicate information clearly and concisely;
- gather, interpret, report, and use information concerning programs for managing/directing;
- interpret and follow agency rules and regulations;
- assess program effectiveness and recommend changes;
- train and provide guidance to staff;
- write proposals, budget requests, and reports;
- establish and maintain effective working relationships with the public and members of the industry;
- deal tactfully with others.