

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Agriculture Program Administrator

Class Code: 60440

Pay Grade: GK

A. Purpose:

Directs and administers statewide agriculture and forestry programs to ensure compliance with state and federal laws, rules, and regulations; and provide requested services while achieving department goals and objectives relating to agronomy services; dairy, egg, and plant protection; fire management; service forestry; and natural resources conservation.

B. Distinguishing Feature:

Agriculture Program Administrators supervise professional staff assigned to various regulatory programs and administer comprehensive statewide programs governing agricultural activities and products.

Agriculture Program Specialists provide technical assistance, initiate and interpret enforcement action and provide direction for statewide programs by interpreting federal and state 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 agriculture programs to ensure effective program management.
 - a. Develops strategic plans, goals, and objectives and formulates and monitors annual work plans.
 - i. Directs program managers in the planning process.
 - ii. Compiles and prioritizes program plans.
 - b. Develops and maintains policies and procedures.
 - c. Develops and administers budgets.
 - i. Provides budget direction to program specialists.
 - ii. Compiles and prioritizes budget requests.
 - d. Negotiates contracts and agreements.
 - e. Secures and administers grants and other funds.
 - f. Develops new and revises statutes governing program activities.
2. Directs regulatory activities to ensure compliance with state and federal regulations and department goals.
 - a. Oversees the issuance of, and approves licenses, permits, and certificates required by the department, and other agencies, states, and countries.
 - b. Ensures registration of regulated agricultural products.
 - c. Establishes regulatory activities such as inspection, sampling, surveillance, and investigation.
 - i. Coordinates efforts among multiple agencies.
 - ii. Sets and enforces standards for regulatory actions.
 - d. Directs enforcement actions.
 - e. Initiates legal actions and assigns civil penalties.
 - i. Conducts informal hearings.
 - ii. Determines license revocation or suspension and fines.
 - iii. Testifies at formal hearings and in court.

3. Supervises subordinate staff to ensure the goals and objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary actions.
 - e. Conducts performance appraisals and completes performance documents.
4. Provides technical information and policy recommendations to managers, the public, and other agencies by evaluating data and providing reports, researching and writing technical papers, and providing input into federal regulations to provide justification and documentation for effectiveness of programs.
5. Represents the department in issues relevant to the assigned agriculture area by meeting with state and federal agencies and industry groups, serving on state and national organizations and at meetings, speaking at public meetings on related subjects, and serving as a media contact for assigned programs to ensure accuracy and consistency of information and interpretation of program guidelines.
6. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Division Director. Supervises Agriculture Program Specialists, Agriculture Inspectors, District/Special Projects Foresters, Foresters, and Environmental Scientists.

E. Challenges and Problems:

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

Problems include shifting priorities and schedules, meeting unexpected expenditures, making quick decisions under stressful conditions, misinterpretation of program intent or goals and ensuing complaints, and enforcement issues.

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; determining and initiating enforcement actions; 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, local government, and the public to provide general and technical program information; monthly contact with federal and other state agencies to

exchange information on policy interpretation and plan coordinated efforts; and quarterly contact with boards and commissions for planning purposes.

H. Working Conditions:

Typical office environment; and conducts on-site reviews or inspections and may be subject to hazardous materials, fire, and heavy equipment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- principles and practices of agricultural and natural resources 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 professional, technical, and clerical staff;
- fiscal procedures.

Ability to:

- budget monetary, material, and equipment resources;
- develop policies and define standard actions for specific situations;
- develop organizational structure;
- delegate assignments to most appropriate subordinates;
- develop standards of performance, evaluate employee performance, and give feedback to employees;
- monitor and evaluate effectiveness and efficiency of programs;
- organize and analyze available information and draw sound and reasonable conclusions;
- present and promote departmental priorities, services, and actions internally and externally.