

AGRICULTURAL PROGRAM SUPERVISOR

KIND OF WORK

Second level supervisory work within the Minnesota Department of Agriculture.

NATURE AND PURPOSE

An employee in this class is responsible for supervising a section of the Department of Agriculture. The employee typically supervises first level supervisors and indirectly supervises staff in their particular section. The incumbent of this position manages their own time and work and makes many decisions of a significant and substantial nature independently. This position may report to either the Assistant Division Director or the Division Director. This employee also performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans and manages division special projects so that programs will be developed and maintained in response to identified concerns, policies and/or objectives.

Oversees and directs the activities of one or more of the sections in the division so that section goals are accomplished in an effective manner.

Exercises supervisory authority so that applicable labor agreements and plans are equally administered and units/sections staff are effectively assigned, trained, and informed so that all duties and functions of units are conducted without interruption and within division/department policies and procedures.

Plans, develops, implements, and directs the division's programs and policies so that applicable statutes and regulations are uniformly, consistently and legally enforced.

Conducts other duties as assigned including individual projects, work groups, task forces, conferences, seminars, and other similar activities so that the interests of the division/department are adequately supported and appropriately represented.

Manages the division budget and cost accounting systems so that laws and regulations are complied with.

Forms and maintains a working relationship with various federal and state agencies so that regulatory programs are consistent with federal and state requirements.

Plans and directs the development and implementation of various department programs so that laws, rules and regulations are carried out, clientele are effectively served, consumer interests are protected, and Minnesota's environment is protected.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Department of Agriculture programs such as Agricultural Chemicals and Plant Pest Management, Environmental Regulations, Division Operations, Compliance and Enforcement, and Food, Meat, Poultry, Egg, and Fish Inspection.

State and federal procedures, rules, and regulations relative to the section of the division of supervision.

State and federal litigation procedures and processes, as well as department enforcement procedures and processes.

Cost accounting principles and business management.

The state's appropriation, budgetary, and accounting system.

Computers and workstation set-up, information systems, record and data management, and network administration installation and support.

The laws, rules and regulations impacting the division and division/department functions and goals.

The collective bargaining agreements.

State and federal government, the legislative process and agency programs and the ability to work closely and maintain liaison with all groups and agencies.

State/agency human resource policies, law procedures and bargaining agreements.

Other division, department and outside agency programs related to the division.

Skill in:

Command the respect of a large, varied professional and support staff, outside agencies and contacts.

Organize, plan, manage time/materials, resolve conflict, motivate, and evaluate staff.

Communicate verbally and non-verbally, lead and organize.

Be sensitive to others and be able to maintain composure under stress.

Gather and analyze necessary information and establish program priorities and strategically develop both long and short-term goals.

Ability to:

Plan, design and implement diverse programs involving complex, controversial laws.

Effectively supervise programs that require considerable technical and administrative skills, knowledge and abilities of staff involved.

Simultaneously direct and monitor several disparate programs within the unit.

Critically review technical and policy reports and advise management staff on needed improvements and additions.

Implement section manager's programs in response to new international, national or state guidelines.

Comprehend, organize and integrate diverse policies and programs into comprehensive and cohesive statewide programs.

Negotiate appropriate solutions in cases involving violations.

Establish and maintain effective working relationships with elected and appointed government officials, public and private technical experts, state, federal, and foreign regulatory officials and the public.

Communicate in a clear, concise, accurate, and effective manner both verbally and in writing to a wide range of audiences.

Special Work Considerations:

Some positions may work in potentially uncomfortable or difficult environmental conditions.

Est.: 12/8/87

Rev.:

Ckd.:

T.C.: 9/11/89; 3/11/94

Former Title(s): Agricultural Chemical
Program Supervisor; Agricultural Program
Supervisor

(Original Title: Pesticide Regulatory
Program Supervisor)