



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 6200

AGRICULTURE DIVISION DIRECTOR

Grade O

SCOPE OF WORK:

Work involves directing programs within a major agriculture division that provides services to develop, enhance, promote, protect, and regulate the North Dakota agriculture industry. Divisions include Administrative Services; Livestock Development; Plant Industries; and Pesticides, Feed, & Fertilizer.

DUTIES PERFORMED:

- Plan, develop, administer, monitor, and evaluate goals, objectives, policies, procedures, and state and federal agriculture programs.
- Hire, direct, train, evaluate, and monitor staff in implementation of goals and objectives.
- Prepare and manage the Division budget.
- Prepare and present reports, speeches, and other information related to the Division.
- Interpret, implement, and enforce state and federal laws, rules, and regulations; document regulatory activities and administer enforcement proceedings; ensure uniform regulation and compliance.
- Direct and/or conduct on-site inspections or surveys of agriculture-related businesses.
- Oversee the licensing, registration, certification, permitting, and monitoring of businesses and individuals.
- Prepare and administer state and federal grants.
- Develop and monitor contracts and agreements.
- Research and monitor state, federal, and international agriculture issues; develop policy recommendations; propose, present, and monitor legislation; prepare and implement law and administrative rule changes.
- Represent the Department at state and national conferences, boards, and meetings; serve as liaison for Division activities; develop and maintain positive working relationships with the Commissioner, Department staff, legislators, state and federal regulatory agencies, producers, businesses, communities, and the general public.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in a field related to the position's program responsibility area and four years of work experience related to the position's duties that included management of staff and fiscal resources. The hiring authority, at the time of recruitment, will specify the degree and work experience and any additional qualifications depending on the specific division director position to be filled.

Eff. Date: 04/99

Rev: 07/06 – Revised scope, minimum qualifications, and class evaluation

Rev: 07/10 – Revised scope, duties, minimum qualifications, and factoring; renamed class

Rev: 07/12 – Conversion to Hay System