



NORTH DAKOTA CLASS DESCRIPTION

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

Class Code(s): 6201

AGRICULTURE PROGRAM COORDINATOR GRADE M

SCOPE OF WORK:

Work involves assisting an Agriculture Division Director in planning, developing, implementing, and administering statewide programs that provide services to develop, enhance, promote, protect, and regulate the North Dakota agriculture industry. Individuals are responsible for coordinating the activities of a program within a major agriculture division.

DUTIES PERFORMED:

- Assist in planning, developing, implementing, administering, monitoring, and evaluating goals, objectives, policies, and procedures for a program within a division.
- Direct, assign, train, evaluate, and monitor staff in implementation of goals and objectives within a program area.
- Assist in planning, developing, implementing, coordinating, administering, monitoring, evaluating, and revising statewide agriculture programs related to the program.
- Assist in preparing and monitoring the budget for the program area.
- Provide administrative and technical direction in the enforcement of state and federal laws, rules and regulations pertaining to the program.
- Document enforcement violations and determine enforcement action; initiate legal actions if necessary.
- Provide interpretation and information to officials and the general public concerning laws, rules, regulations, policies and procedures pertaining to the program area.
- Coordinate and conduct program-related inspections, surveys, and samplings within the program.
- Supervise licensing and registration activities related to the programs within the division.
- Review and/or issue certificates/permits/labels related to the programs within the division.
- Prepare, review, and present reports, speeches, seminars, and other information related to the program area.
- Serve as program liaison with state and national groups, agencies, and the general public; represent department at meetings as requested.
- Coordinate and advise meetings and committees related to the program area.
- Assist in preparing and administering state and federal grants.
- Research and monitor agriculture issues pertaining to the program.

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 three years of related work experience that included supervisory work experience. The hiring authority may substitute additional work experience for the formal education requirement on a year-for-year basis. The hiring authority, at the time of recruitment, may also specify additional qualifications depending on the specific program coordinator position to be filled.

Eff. Date: 07/00 - Replaces 6232, Plant Protection Division Director, and 6290, Director, Apiary Division

Rev: 07/12 – Conversion to Hay System

Rev: 07/16 – Revised scope, duties, and minimum qualifications