



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 6307

Phone: (701) 328-3290

WHEAT MARKETING AND DEVELOPMENT DIRECTOR

GRADE N

SCOPE OF WORK:

Work involves planning, organizing, and coordinating the activities of domestic and international wheat marketing and development programs for the Wheat Commission.

DUTIES PERFORMED:

- Develop, implement, and evaluate programs to increase export and sales of North Dakota hard red spring and durum wheat.
- Provide information on wheat production, quality, use, and economic advantage to domestic and foreign customers and producers.
- Develop and maintain relationships with grain trade and processing industries, domestic and foreign customers, trade organizations, and governmental agencies.
- Coordinate development and execution of research activities; oversee the collection and development of information, reports, and statistics.
- Monitor trade and transportation issues; evaluate trade agreements and policies of other countries; support and recommend trade policies that promote wheat trade expansion; identify and analyze trade and transportation constraints and opportunities.
- Prepare, edit, and distribute reports, news releases, columns, articles, and newsletters; present information to the media.
- Supervise the planning and coordination of programs for foreign trade team visits to North Dakota.
- Participate in the development, planning, and implementation of research grants; coordinate with North Dakota State University scientists regarding research efforts.

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 business administration, agriculture, or marketing, or a closely related field, and five years of work experience in marketing or agricultural program management.

CLASS CODE: 6307

ND Class Description
Wheat Marketing and Development Director

Eff. Date: 09/85

Rev. 03/00 – Word processing conversion

Rev: 05/07 - Updated format, title, duties, class evaluation, minimum qualifications, and scope of work.

Rev: 07/12 – Conversion to Hay System