

## AGRICULTURAL PROGRAMS ADMINISTRATOR

### DESCRIPTION OF WORK

This is administrative work in programs development, coordination, and evaluation in the Department of Agriculture.

Employees plan, implement, coordinate, and evaluate programs designed to meet departmental objectives in agri-business and consumer services. Duties include the interpretation of departmental program philosophy to middle management, the on-going evaluation of existing programs in terms of scope, organizational efficiency, staffing, and success, and the legislative liaison necessary for initial and continuing support. Work is performed under the general review of the Assistant Commissioner and is evaluated through reports, oral conferences, and program achievements.

### RECRUITMENT STANDARDS

#### Minimum Education and Experience

Graduation from a four-year college or university with a major in agriculture, business, or public administration and six years of administrative experience in agri-business or agricultural consumer services; or an equivalent combination of education and experience.