

DEPUTY COMMISSIONER OF AGRICULTURE I

DESCRIPTION OF WORK

This is administrative and managerial work in directing the financial, business, personnel and statistical operations of the Department of Agriculture. The employee serves as the departmental liaison to the General Assembly for all matters of a fiscal nature.

Work involves the development of proposed fiscal policies and procedures for the Department translating adopted policies and procedures into operational goals and structuring the delivery of services by subordinate staff in a manner that will achieve these goals. Employee determines the need for modifications or exceptions to established policies and procedures based on input from subordinate managers, and is responsible for ensuring that such decisions do not compromise the mission of the Department. The Budget Officer reports to this employee. All final budget proposals are evaluated by the employee in conjunction with the other Deputy Commissioners and the Commissioner of Agriculture. The employee serves as the departmental liaison to the General Assembly In regards to all matters of a fiscal nature. The Fiscal Management Division reports to the employee and includes all accounting, property management, planning physical space allocation internal audit, revenue audit, and capital construction. In addition to Fiscal Management and Budget, the employee also directs the activities of the Personnel Services Division and Agricultural Statistics. Work is performed independently under the administrative supervision of the Commissioner of Agriculture.

RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - A thorough knowledge of the principles and practices of governmental fiscal administration including budgeting, accounting, personnel management, and purchasing.

A thorough knowledge of management principles, techniques and practices.

A thorough knowledge of the Departments organizations operation and objectives; and, applicable federal and State laws rules, and regulations.

A thorough knowledge of the legislative process and the ability to present departmental information before various committees or subcommittees.

Ability to establish and maintain effective working relationships with the general public government officials and employees.

Ability to exercise sound judgement in analyzing situations and making decisions.

Minimum Training and Experience - Graduation from a four-year college or university with a degree in business, accounting, or public administration and five years of managerial experience in the public or private sector involving significant decision-making authority in the planning, organizing and directing of operations, preferably In an area related to the programs directed; or an equivalent combination of training and experience.