

ASSISTANT DIRECTOR OF AGRICULTURAL INDUSTRIAL DEVELOPMENT

This is professional work in promoting the development of quality industry and balanced industrial growth in the agricultural field in North Carolina.

The agri-business development program strives to enhance job opportunities and markets by attracting selected agricultural industries, and providing assistance to existing agri-business and the food industry with regard to expansion. The employee develops both domestic and international contacts with a wide variety of firms which could have an impact on North Carolina agriculture by locating in the state. The employee assists these firms with site selection, community evaluation and surveys of existing buildings; employee also coordinates the procurement of agricultural statistics and specialists in engineering, wastewater discharge, water quality, and U.S.D.A. grading and inspection. Employee assists in negotiations between incoming industry and local governmental units. The employee answers directly to the Director of the Division of Marketing. Work may include other duties as assigned.

I. DIFFICULTY OF WORK

Variety and Scope - Employees work with a wide variety of firms representing all types of agricultural products throughout the entire state. The types of industries that are targeted for development range from the beverage industry to wood products to specialty foods to dairy products.

Intricacy - Work requires considerable planning and timely execution of all phases of work, especially during on-site visits. Decisions must be made quickly with accurate responses, while dealing with the firm's management and public and community leadership. Employee must simultaneously consider financial, socio-economic, legal and regulatory variables as they affect each specific firm or region.

Subject Matter Complexity - Work requires a thorough knowledge of all phases of the economic development process, North Carolina agricultural products and related industries, the socio-economic characteristics of the State and considerable knowledge of the legal and regulatory requirements of doing business in the state.

Guidelines - While the overall process can be repetitive, each firm has different requirements, resulting in a variety of specific approaches which can be taken. Therefore, there are few specific guidelines available.

II. RESPONSIBILITY:

Nature of Instructions - Purpose and desired results of program are known. Employee may receive leads on firms to contact from any of a number of channels both within and outside of the Department of Agriculture but employee independently determines and carries out appropriate activity to accomplish the project.

Nature of Review - Most work is reviewed only after the fact by outcome of projects, conferences, and review of weekly itineraries. While in progress, particularly sensitive issues would be discussed with appropriate superiors.

Scope of Decisions - Decisions could affect industrial development as well as agricultural producers in any area of the State.

Consequence of Decisions - Employee's work may have a major and immediate socio-economic impact on the county, municipality or region served by the new industry.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Employee has frequent contact with corporate management both from within the state and other states as well as from foreign countries. Employee also is involved with public and community leadership and sometimes with the media and the general public.

Nature and Purpose - Work involves gathering and conveying facts, coordinating the work of others, influencing decisions, and participating in sensitive and confidential managerial level meetings.

IV. OTHER WORK DEMANDS:

Work Conditions - Employee generally works in an office environment. However, work may occasionally involve work in the field or a plant where there is some exposure to mildly unpleasant conditions such as odors or inclement weather.

Hazards - Employee may have minimal exposure to dangerous industrial or field equipment.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of general management and business organization procedures. Considerable knowledge of the business, legal, and regulatory aspects of doing business in North Carolina. Ability to gather a wide variety of business, economic, and community data and present it orally or in formal written reports. Ability to deal tactfully and successfully with high level public officials, industrial management, and the general public.

Minimum Training and Experience Requirements - Graduation from a four-year college or university and five years of business administration experience including at least two years of experience directly related to economic development or business management; or an equivalent combination of training and experience.