

## PESTICIDE ASSISTANT ADMINISTRATOR

Work in this class involves the daily management of Pesticide Section programs and supervision of personnel in the administration and enforcement of programs of pesticide management and control under the North Carolina Pesticide Law and regulations adopted by the North Carolina Pesticide Board. Employee manages and supervises the Pesticide Section's three work units: Registration, Licensing and Information; Field Inspection; and Compliance Monitoring and Investigative Services. Employee develops, recommends, and implements policies and work standards and procedures to carry out administrative and enforcement program responsibilities; defines and develops resources needed to accommodate work and changing program priorities; serves as the technical resource on state and federal laws pertaining to product registration, licensing and certification of dealers, commercial applicators, and consultants; advises on matters pertaining to compliance monitoring, enforcement and investigative issues; and advises the Administrator, Division, and Pesticide Board on regulatory changes needed to keep programs consistent with federal standards or changes perceived to be in the best interests of the public health and safety. Employee maintains close contact with federal and state agencies, industry groups, the media, professional and regulatory groups, advocacy and public interest groups, and the general public. Work is performed under the general supervision of the Pesticide Administrator, and includes related work as required.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee projects and develops programs with short and long-range plans concerning the problems and needs of pesticide regulation in North Carolina. Employee plans work operations for the Section, establishes work priorities, establishes reporting procedures, and recommends and implements operational procedures.

Organizing and Directing - Employee organizes and directs work assignments and projects through subordinate supervisors. Employee reassigns or adjusts work according to emergencies or changes in program activities and maintains program progress by assigning special projects, establishing deadlines and shifting workloads.

Budgeting - Employee projects and compiles the Section budget and develops necessary documents to support such needs. Employee assists the Pesticide Administrator with proposing, drafting, and implementing grants-in-aid and/or contractual agreements with other state agencies and the federal government and may monitor expenditures.

Training - Employee supervises on-the-job training of new staff through subordinate supervisors, and trains new supervisors. Employee provides for additional staff training when a new procedure, program, pesticide, or change in enforcement is introduced.

Setting Work Standards - Employee strongly participates in or initiates the establishment of program policies, work standards, work procedures, and rules and regulations pertaining to the work, and implements these through the unit supervisors. New programs, procedures, or policies may require regular evaluation, modification, and/or complete changes in order for the programs to operate. Certain programs change regularly due to legislative or governmental mandates, public influence, or industry changes. Employee participates in the review, addition and/or revisions to state laws, rules, and regulations governing the Section programs. .

Reviewing Work - Employee monitors the work of all three units through subordinate supervisors, work reports, staff conferences, and work issues. New or emergency programs or projects require more frequent review and, at times, adjustments in the workload. Employee evaluates the quality, effectiveness, and efficiency of operations and programs and recommends major modifications.

Counseling and Disciplining - Employee counsels with staff regarding work activities and performance, issues oral warnings, and recommends more serious disciplinary actions.

Performing Other Personnel Functions - Employee recommends the selection of staff, salary adjustments, reassignment of work, and promotion. Employee reviews and conducts performance evaluations of the unit supervisors.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Programs of a permanent nature are usually stable. Regular changes occur in the development, marketing, labeling and registration, use, and disposal of new pesticides which impact on the knowledges of staff and some work procedures. Regular changes also occur in emerging environmental concerns and public interests which impact on change in the national/federal/state regulatory strategies and the Section's efforts to protect the public and the overall environment.

Variety of Work Supervised - Employee supervises Pesticide Specialists, Pesticide Inspectors, and unit supervisors in the enforcement of the North Carolina Pesticide Law, regulations adopted by the North Carolina Pesticide Hoard, and applicable federal pesticide laws and regulations.

Number of Employees Responsible For - Employee supervises approximately thirty professional and clerical staff.

III. EXTENT OF SUPERVISION RECEIVED: Employee discusses changes in work procedures in existing programs and in the workload with the Pesticide Administrator. Employee participates with considerable influence in the planning and development of new programs and projects with the Pesticide Administrator and other subordinate supervisory staff. Work is reviewed informally through meetings, discussions, and reports on the status, effectiveness and efficiency of work.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - N/A

Fluctuating Work Force - N/A

Physical Dispersion of Employees - Pesticide Inspectors are located in varying geographical areas across the state.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities

Considerable knowledge of state and federal laws and regulations pertaining to pesticide enforcement activities.

Considerable knowledge of the principles of chemistry, plant physiology, agricultural, urban and industrial pest management, and pesticide application practices and toxicology.

Considerable knowledge of the chemical and physical properties and usage of all classes of pesticides.

Considerable knowledge of pesticide application, storage equipment, licensing and registration, and agricultural practices within the state.

Ability to train and supervise field and office staff in a wide variety of regulatory and service functions.

Ability to research industrial and regulatory change, to determine program goals and priorities, and to evaluate program effectiveness.

Ability to research, interpret and explain applicable laws, rules and regulations.

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Ability to establish and maintain effective work relationships with state and federal agencies, industry groups, extension agents, staff, and the general public.  
Ability to communicate effectively in oral and written form.

Minimum Training and Experience Requirements - Bachelor's degree in entomology, chemistry, integrated pest management, crop science, plant pathology or a closely related biological science from an appropriately accredited institution and three years of experience in the agricultural chemistry industry or in pesticide regulatory work, preferably with some related supervisory experience; or an equivalent combination of education and experience.