

AGRONOMIC SERVICES DIVISION DIRECTOR

This is managerial, administrative and advanced technical work in directing the programs and functions of the Agronomics Services Division of the Department of Agriculture.

Employee plans, establishes, evaluates, and monitors division goals and objectives and administers a statewide program of agronomic services designed to increase crop production efficiency and provide sound soil management, while protecting the quality of the environment. Programs include soil testing; plant, waste, and solution analysis; nematode advisory services, laboratory methodology and field calibration research; and the regional agronomist program. Work includes evaluating and directing the service, education and research aspects of the above programs, developing new programs, and coordinating programs with state and national services. Employee provides advice to the Department's Fertilizer Regulatory program on the agronomic usefulness of materials being submitted for registration. Work is evaluated through conferences and overall accomplishments of the programs. Employee reports to a Deputy Commissioner of Agriculture and may perform other duties as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee establishes long-range program goals and objectives; estimates work load and recommends manpower, space and equipment needed to achieve these goals and objectives; adds or deletes functions or work operations; and participates in related program planning with other agencies on state, regional and national levels.

Organizing and Directing - Direction of the daily activities of programs is delegated to the respective Section Chief. Employee evaluates and makes major manpower adjustments to the organizational structure as necessary to meet goals and objectives and approves new or modified methods and procedures.

Budgeting - Employee receives budgetary requests from Section Chiefs and consolidates, evaluates, and prioritizes continuation and expansion budgets, and manages the same. Employee makes presentations supporting the budget to various groups and legislative committees.

Training - Responsibility for training is delegated to subordinates who provide job training as required. Employee evaluates the overall level of training of employees in relation to program goals and makes decisions on areas where emphasis needs to be placed.

Setting Work Standards - With input from the Section Chiefs, employee establishes guidelines, policies, and standards for quantity and quality of work and makes the final determination on how these standards apply in controversial or precedent setting situations.

Reviewing Work - Employee reviews the overall accomplishments of each section to assure that the goals of the Division are met and that the work effort is effectively integrated into the total Department program. Employee reviews the most complex and controversial work performed by subordinates and makes the final technical decision regarding this work. Employee has monthly staff meetings for major program reviews and discussions, and other informal meetings as needed.

Counseling and Disciplining - Employee usually delegates initial phases to subordinates. Employee reviews and makes final decisions regarding suspension or dismissal in concert with the supervisor and the Personnel Director.

Performing Other Personnel Functions - Employee interviews applicants for directly reporting subordinate positions, evaluates hiring recommendations from the Section Chiefs; and makes hiring decisions for the division subject to higher level approval. Employee administers a performance evaluation system, and directs all other personnel actions within the division.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The work environment is normally fairly stable. Employee adjusts the organization/methods in response to new research and methodologies, emerging environmental issues, and public demands.

Variety of Work Supervised - Employee directs and supervises work in the fields of agronomy, soil science, crop science, and nematology.

Number of Employees Responsible For - Employee directs and supervises approximately 50-55 employees.

III. EXTENT OF SUPERVISION RECEIVED: Employee works with complete technical and considerable administrative independence and is responsible for making all technical decisions. Employee discusses major changes in the program and may discuss very unusual or controversial issues with the Deputy Commissioner. Employee is held accountable for the overall effectiveness of the program.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - N/A

Fluctuating Work Force - There is a slight fluctuation in the work force due to the seasonal nature of the work.

Physical Dispersion of Employees - Field personnel are located throughout the state.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the principles of soil science, nematology, and plant physiology. Thorough knowledge of the analytical techniques involved in soil testing, nematode assay, and plant, waste, and solution analysis. Thorough knowledge of the chemical properties of fertilizer materials, nematicides and their effects on soils and plants. Considerable knowledge of agricultural practices and environmental conditions in the State. Ability to plan, develop and direct a diversified agronomic services program. Ability to interpret and apply technical research data and incorporate developments into existing programs. Ability to assess fiscal, personnel, and program needs and to recommend and support appropriate actions to management. Ability to prepare and present clear, concise reports. Ability to supervise others. Ability to establish and maintain effective working relationships with farmers, homeowners, agricultural and environmental groups, and state, regional and national agronomic groups.

Minimum Training and Experience - Doctoral degree in agronomy, agricultural science, horticultural science, plant nutrition, soil science, crop science or a related curriculum including extensive coursework in chemistry from an appropriately accredited institution and six years of related work experience including two years of supervisory experience; or an equivalent combination of education and experience.

NC 09338
OSP Rev. 2/14

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.