

## BIOLOGICAL CONTROL ADMINISTRATOR

Work in this class involves planning, coordinating, and directing statewide programs to enhance the use of beneficial organisms that are known to reduce or eliminate danger to agricultural Crops by pest organisms, and the administration of the North Carolina Biological Organism Law, the Honey and Bee Industry Law, and parts of the Plant Pest Law in the Plant Industry Division.

Employee plans, coordinates, and directs statewide programs designed to utilize beneficial insect parasites, predators and other organisms to maintain the state's insect surveys and collection, to promote the state's bee and honey industry, to regulate the importation and release of living organisms, and to promote biological control programs. Work includes the research and design of biological control projects, staying abreast of national and international problems and programs, and maintaining liaison with the federal government, other states, and universities regarding research and development. Work requires the development of program objectives, goals, and priorities, developing requests for program funding, and writing and revising related laws, rules, and regulations. Work is performed under the general supervision of the Plant Pest Administrator and is evaluated through periodic conferences and observation of work for program effectiveness. Employee performs related work as required.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee develops all program goals, objectives, operational procedures, and plans and develops budget for grants and state funding to include personnel, equipment, and supplies. Employee plans statewide program objectives and operations and guides the field personnel in planning work operations for a geographical area, establishing work priorities, and implementing operational procedures.

Organizing and Directing - Employee assigns work to staff personnel according to workload, reassigns work area or priorities as a result of emergencies or changes in program activities, and maintains program progress by establishing deadlines and shifting workload if the need arises. Employee assists with organizing and directing the work and priorities of field personnel during the planning of projects and as the need arises.

Budgeting - Employee determines personnel, materials, supplies, and equipment needs necessary to carry out program operations, submits requests for grant funds, approves and monitors travel and training requests, and manages the monies for grant funds.

Training - Employee develops and provides on-the-job training for new personnel and assists with the development of training for field personnel in special projects and procedures. Employee provides for or conducts additional staff training when a new procedure or program is introduced. Employee also lectures at universities upon request regarding biological control programs and laws.

Setting Work Standards - Employee researches and establishes program policies, work standards, and procedures, and implements, or assists with the implementation in the field. Programs may be unique to geographical areas of the state, requiring literature search, national and or international research to determine the origin of pests, and coordinating of activities with the appropriate governments and universities. Programs and standards require regular evaluation, modification, and/or complete changes in order for programs to be effective. Certain programs change regularly due to weather conditions, insect life cycles, economic and industry factors, and public influence. Employee develops and/or reviews, adds, and/or revises state laws, rules, and regulations governing the programs.

Reviewing Work - Employee monitors the work of staff through reports, field participation, and as needed during the process of a project. Emergency and new programs require more frequent review and adjustments in the workload and procedures of staff and field personnel; this is coordinated with

the Plant Pest Administrator. Employee evaluates the quality, effectiveness, and efficiency of programs and makes modifications.

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

Performing Other Personnel Functions - Employee interviews and selects staff, assigns and reassigns work, conducts performance appraisals, and recommends promotion.

## II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Programs of a permanent nature are usually stable. Biological control programs, new research efforts, and emergency programs require more frequent changes such as coordination with the federal government, universities, and others, modification of procedures and work sites, and close coordination with field personnel in the implementation of changes and modifications of workload. Work requires the promotion of the biological control program and encouraging the use of natural pathogenic organisms. The biology and behavior of insects cause the work to be researched and adjusted quickly to respond in the timeframe of a particular pest's life cycle.

Variety of Work Supervised - Employee supervises staff personnel and statewide program development and planning in the administration and enforcement of the North Carolina Biological Organisms Law, the Honey and Bee Industry Law, and parts of the Plant Pest Law.

Number of Employees Responsible For - Employee supervises approximately ten professional, technical, and office support staff.

III. EXTENT OF SUPERVISION RECEIVED: Employee discusses new programs, and changes in procedures and workload in existing programs with the Plant Pest Administrator. Employee independently researches, plans, and develops new programs and special projects with the involvement of the supervisory and other support staff. Work is reviewed informally through meetings and discussions regarding the status and effectiveness of projects.

## IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - N/A

Fluctuating Work Force - N/A

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

## V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of state and federal laws, regulations, and programs pertaining to beneficial insects, insect pests, pest management and the honey and bee industry. Considerable knowledge of the principles of entomology, plant pathology, and horticulture. Considerable knowledge of environmental conditions and agricultural practices in the state. Ability to administer laws and regulations concerning biological organisms, insect pests, and the honey and bee industry. Ability to develop new or revised programs and legislation, and to recognize program and policy needs. Ability to train and supervise staff in a variety of regulatory and services activities, and to serve as a consultant to field personnel. Ability to identify insects and insect material. Ability to explain and interpret laws, rules, and regulations affecting the area of work. Ability to establish and maintain effective working relationships with state and federal agencies, related industry and university

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personnel, extension agents, beekeepers, farmers, and the general public. Ability to communicate effectively and to prepare grant and research documents.

Minimum Training and Experience Requirements - Doctoral degree in entomology, ecology, plant pathology or a closely related curriculum from an appropriately accredited institution and one year of related experience including research and supervisory work; or an equivalent combination of education and experience.

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.