

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Agriculture Program Manager 3

Definition

Plans, directs and manages a large program area (i.e., agricultural commodities, grain warehouse inspection, meat and poultry inspection, etc.) or assists the State Veterinarian in managing the animal health/welfare programs within the Department of Agriculture and Land Stewardship; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures.

Provides technical assistance and advice to subordinate staff in resolving administrative and operational problems in relation to agricultural commodities, grain warehouse inspection, meat and poultry inspection or animal health/welfare by evaluating important facts and considerations and proposing corrective action or solutions to problems.

Develops or assists in formulating policies, procedures, and long term goals and objectives for an agricultural program; monitors the attainment of prescribed goals and makes adjustments in view of staff resources, work loads, availability of program funds, agency priorities and other factors.

Maintains effective working relationships with members of the livestock/pet industry, private veterinarians, state, federal, and foreign agency officials, attorneys, agricultural commodity firms and/or the general public by providing program information, interpreting pertinent rules and regulations, resolving complaints and grievances and through actions involving licensing, registration, and/or inspections.

Hosts foreign and domestic delegations interested in Iowa agriculture and serves as a liaison representative for Iowa agricultural exporters and foreign buyers.

Keeps abreast of current agricultural program trends and new information by attending meetings, hearings, and special events as a representative for the Secretary of Agriculture and Land Stewardship.

Competencies Required

Knowledge:

- Personnel and Human Resources – Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Oral Comprehension – Understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Quality Control Analysis – Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in any field, and experience equal to five years of full-time professional supervisory or managerial experience in the fields of agricultural commodities marketing, meat and poultry processing/inspection, grain warehouse or animal health/welfare.
- 2) All of the following (a, b and c):
 - a. Graduation from an accredited four-year college or university with a degree in any field; and
 - b. Three years of full-time experience in (as described in number one); and

- c. A combination of a total of two years of graduate education and full-time experience (as described in number one) where twenty-four semester hours of graduate education equals one year of full-time experience.
- 3) All of the following (a and b):
 - a. Five years of full-time experience (as described in number one); and
 - b. A combination of a total of four years of education from an accredited college or university and full-time experience (as described in number one) where thirty semester equals one year of full-time experience.
 - 4) Possession of a doctoral degree in veterinary medicine and three years of full-time (or equivalent part-time experience) as a practicing, licensed veterinarian.
 - 5) Current, continuous experience in the state executive branch that includes two year of full-time experience as a Public Service Supervisor or one year of full-time experience as a Public Service Manager 1 (or comparable management level positions) within the Department of Agriculture and Land Stewardship.

Notes

Travel may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Effective date: 11/19 KF