

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8556612

Economic Development Program Specialist 1 (Agriculture), Grade 18	8556612
Economic Development Program Specialist 2 (Agriculture), Grade 23	8556622
Economic Development Program Specialist 3 (Agriculture), Grade 27	8556632
Assistant Director Agricultural Development, M-3	1779800
Director Agricultural Development, M-4	1779900

Brief Description of Class Series

Positions in this series apply agricultural business knowledge, training, and experience to provide agricultural economic development services to develop, promote, and market New York State (NYS) agricultural products and commodities. Incumbents deliver and administer programs and projects that provide technical assistance, business support services, economic development, and marketing and promotion guidance to individuals, companies and organizations in the food and agricultural industry. The specific duties performed vary by program assignment.

These positions are classified at the Department of Agriculture and Markets.

Distinguishing Characteristics

Economic Development Program Specialist 1 (Agriculture): full performance level; independently delivers and administers agricultural marketing and promotion, or business development programs.

Economic Development Program Specialist 2 (Agriculture): first supervisory level; supervises Economic Development Program Specialists 1 (Agriculture); oversees one or more major agricultural marketing and promotion, or business development programs.

Economic Development Program Specialist 3 (Agriculture): second supervisory level; supervises Economic Development Program Specialists 2 (Agriculture); manages a unit with responsibility for multiple marketing and promotion, or business development programs.

Assistant Director Agricultural Development: single-position class; managerial level; serves as overall second-in-command to the Director Agricultural Development.

Director Agricultural Development: single-position class; managerial level; directs the programs, activities, and staff of the Division of Agricultural Development including the delivery of marketing and promotion, business development, and support services to the food and agricultural industry.

Related Classes

Economic Development Program Specialists 1-3 apply business knowledge, training and experience to provide a wide range of economic development services for the promotion of business, tourism, and international trade in NYS.

Economic Development Program Administrators 1-3 oversee regional economic development programs; and direct the activities of Economic Development Program Specialists providing a wide range of economic development services for the promotion of business, tourism, and international trade in New York State.

Illustrative Tasks

Economic Development Program Specialist 1 (Agriculture)

Delivers and administers food and agricultural business development programs.

- Provides technical assistance and formulates economic development solutions for NYS food producers, processors, agri-businesses, buyers, and customers.
- Creates, maintains, and distributes agriculture-specific economic development program applications and materials.
- Reviews bids and determines potential participants' eligibility for various agricultural economic development funding programs.
- Administers competitive grant programs that award funds to agricultural businesses, government entities, and not-for-profits.
- Monitors agricultural economic development program performance including execution of contracts.
- Identifies and assists in the development of new and expanding economic development programs and funding for agricultural business development.
- Researches and compiles fiscal, contract, or programmatic data, and creates and maintains forms, records, and reports on the State's agricultural economic development programs.

Administers food and agricultural product marketing and promotion programs.

- Administers farm product marketing orders and assists in the establishment of new farm product marketing orders to market and promote farm products, and support market and farm production research.
- Identifies, plans, and conducts agricultural outreach, marketing, and promotion programs with food and agriculture industry, buyers, vendors and government agencies.
- Represents and promotes the State's agriculture industry at trade shows, festivals and agriculture producer site visits.
- Develops, prepares, and maintains information that promote and market NYS agricultural commodities, products, and programs to consumers, wholesalers, retailers and the food industry.

Economic Development Program Specialist 2 (Agriculture)

May perform all of the same duties and functions as an Economic Development Program Specialist 1 (Agriculture).

Delivers and supervises technical assistance programs to NYS producers, food processors, and agri-businesses and identifies funding opportunities to enhance domestic and export marketing and promotion efforts and strategies.

Administers and supervises programs that provide monetary assistance to farmers and consumers to develop or enhance the marketing, promotion, or consumption of NYS agricultural commodities and products.

Supervises the administration of competitive grant programs that award funds to agricultural businesses, government entities, and not-for-profits.

Approves the development, preparation, and maintenance of information to promote and market NYS agricultural commodities and products.

Approves and develops materials for presentation at marketing and trade show events that promote and market New York's food products to consumers, wholesalers, retailers, and the food industry.

Supervises Economic Development Program Specialists 1 (Agriculture).

Economic Development Program Specialist 3 (Agriculture)

Manages marketing or business development programs to promote and increase domestic and international marketing of produced and processed food and agricultural products.

Formulates statewide policies for agricultural marketing and promotion or business development programs, including developing and approving new statewide programs or initiatives that may require legislative action or impact existing legislated programs.

Approves and prepares reports on marketing and promotion or business development and support services programs for the division director and executive management.

Oversees unit's activities to ensure that the delivery of programs is consistent with division's goal.

- Manages unit's programs by prioritizing assignments and directing staff activities.
- Supervises lower-level Economic Development Program Specialists (Agriculture).
- Evaluates staff performance and provides training and counseling as necessary.
- Coordinates unit's activities with those of other units in the division or Department.

Assistant Director Agricultural Development

Serves as second-in-command in the oversight of marketing or business development programs to promote and increase domestic and international marketing of produced and processed food and agricultural products.

Approves and prepares reports on marketing and promotion or business development and support services programs for the division director and executive management.

Manages the day-to-day logistics associated with the operation of the federal and state nutrition programs administered by the Department in cooperation with USDA, other state agencies, and state and local organizations participating in the operations of the programs.

Oversees the contractual aspects of the grant management process for funding allocated to the Department through various funding sources.

Manages the Division's efforts in promoting agriculture and connecting rural agricultural producers to the New York City market.

Coordinates team programs by prioritizing assignments and directing staff activities; performs the full range of supervisory duties for managerial staff.

Director Agricultural Development

Directs the management and implementation of marketing and promotion, business development, and support services programs.

Directs and reviews the preparation of reports related to program activities.

Ensures that all program funds are properly accounted for and managed.

Determines the annual budget and personnel requirements, and develops budget proposals and staffing strategies.

Provides assistance in the preparation of testimony, briefing papers, and other documents on agricultural business and market development matters.

Communicates the agency's positions on important issues related to the Division's areas of responsibility.

Develops new program initiatives or restructures existing programs to ensure that the Division's delivery of services to the State's food and agricultural industry are effective and efficient.

Develops and coordinates agency policies, programs, projects, and initiatives to increase markets for the State's food and agricultural products.

Represents the agency at conventions, trade shows, county fairs, events, and meetings with industry, State and local government agencies, and agricultural organizations in coordinating economic development initiatives.

Develops and recommends legislative proposals, and reviews legislative proposals advanced by other agencies which could improve or otherwise impact the program areas for which the Division is responsible.

Minimum Qualifications

Economic Development Program Specialist 1 (Agriculture)

Open Competitive: bachelor's degree and completion of a two-year traineeship.

Economic Development Program Specialist 2 (Agriculture)

Promotion: one year of permanent competitive service as an Economic Development Program Specialist 1 (Agriculture).

Economic Development Program Specialist 3 (Agriculture)

Promotion: one year of permanent competitive service as an Economic Development Program Specialist 2 (Agriculture).

Assistant Director Agricultural Development

Non-Competitive: A bachelor's degree including or supplemented by 15 credit hours of coursework in a qualifying field* and six years of experience in programs involving the marketing of food, promotion of food, promotion of agricultural products and commodities or the business development activities for food and agricultural businesses. Three years of experience must have been at a supervisory level; or one year of the experience must have been at a managerial level.

Qualifying fields: agriculture, agricultural economics, agriculture business, accounting, auditing, environmental studies, forestry, finance, marketing, communications, public administration, economics, business administration or political science.

Director Agricultural Development

Non-Competitive: A bachelor's degree including or supplemented by 15 credit hours of coursework in a qualifying field* and seven years of experience in programs involving the marketing of food, promotion of food, promotion of agricultural products and commodities or the business development activities for food and agricultural businesses. Two years of the experience must have been at a managerial level.

*Qualifying fields: agriculture, agricultural economics, agriculture business, accounting, auditing, environmental studies, forestry, finance, marketing, communications, public administration, economics, business administration or political science.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 3/2022

AM