

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

AGRICULTURAL EXECUTIVE

POSITION CODE: 00800
Effective: 02/01/2008

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, organizes, plans, executes, controls and evaluates the operation of a Department of Agriculture supportive program function; acts as confidential assistant to management; monitors the enforcement of applicable agricultural laws, rules, and regulations; supervises, plans, organizes, and evaluates the work of subordinate staff; acts as a liaison of the department with industry representatives, private and public organizations, government agencies and officials and the general public; assists administrative staff in monitoring and implementing policies and operations including intra-agency program support needs and coordination.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Implements policy for the total administrative process of a supportive program function; evaluates the operations and execution of support activities utilized by multiple programs within the Illinois Department of Agriculture; implements management studies of program evaluation; travels as needed to accomplish program goals and objectives.
2. Supervises staff, assigns work, approves time off, provides guidance and training; effectively recommends and imposes disciplinary action; adjusts grievances; completes, discusses and signs performance evaluations; establishes annual goals and objectives; counsels staff on problems with productivity, quality of work and conduct; determines staffing needs to achieve program objectives.
3. Serves as confidential liaison on behalf of the department with federal state, and local agencies; assists in the development and administration of programs related to the cooperative ventures with other state and federal agencies.
4. Acts as liaison with the department's legislative office for new legislation; prepares testimony and testifies before the General Assembly on behalf of the department on agricultural issues; interprets legislation that the department sponsors and supports to members of the General Assembly.
5. Manages program support operations relating to homeland security and emergency response with respect to agriculture; coordinates emergency response activities which address multi-media department programs and statewide responsibilities relating to emergency situations; organizes, directs, and coordinates the activities for emergency response; serves as confidential liaison on behalf of the department to the Illinois Emergency Management Agency, the Governor's Homeland Security Office and the United States Department of Agriculture on issues of emergency response and preparedness.
6. Implements and evaluates policies and procedures relating to agricultural laws, rules and regulations such as the Livestock Management Facilities Act, including program coordination between the various sections of the department and the bureau.

AGRICULTURAL EXECUTIVE (continued)

7. Plans for the efficacious utilization of supportive program function, i.e., fiscal management, personnel management, budget analysis and preparation, program development, and public relations.
8. Implements and evaluates policies and procedures relating to agricultural laws, rules and regulations; manages the conformity of program operations with federal, state, and local requirements.
9. Acts as departmental liaison with industry representatives, private and public organizations, government agencies and officials and the general public.
10. Confers with management on the integration of program function activities to resolve administrative problems and improve program function.
11. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business, public or agricultural administration.

Requires two years of progressively responsible administrative experience in a public or business organization.

Knowledges, Skills and Abilities

Requires thorough knowledge of the principles and practices of public and business administration.

Requires extensive knowledge of the functions of state government and of the character of relationships between the executive branch with the other branches, and between the State and higher and lower levels of government.

Requires extensive knowledge of the principles of governmental accounting, program budgeting, personnel, statistics, and procurement.

Requires ability to develop and manage a supportive agency program.

Requires ability to analyze administrative problems and adopt an effective course of action.

Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services.

Requires ability to develop and maintain cooperative working relationships.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.

May require possession of an appropriate valid driver's license.