

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Commissioner of Planning and Environmental Management in coordinating and promoting agricultural economic development in order to enhance the economy of Sullivan County, and to create, retain and upgrade jobs and job opportunities within the County by working with the agricultural industry. The Incumbent shall assist in the day-to-day administrative oversight over agricultural related programs administered through the Division of Planning and Environmental Management. Supervision may be exercised over the work of subordinate professional, technical and clerical staff. Work is performed in accordance with the directives of the Commissioner of Planning and Environmental Management and the policies of the County Legislature. Considerable leeway is allowed to independently perform most of the requirements of the position.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists the Commissioner in overseeing agricultural economic development components of Planning and Environmental Management, including planning, organizing, directing, coordinating, supervising, and evaluating the delivery of service of agricultural programs;

Assists in developing, updating and implementing a long-term strategic plan for agricultural economic development in the county, including the Agricultural Farmland Protection Plan, Sullivan 2020 Strategic Plan and the Sullivan County Open Space Plan;

May represent the County and the agricultural industry on various economic development committees or task forces relevant to issues such as business retention and revitalization, attraction of new business, workforce preparation, competitiveness, promotion of new and

alternative technologies;

Works with various governmental and economic development agencies to develop and assemble a portfolio of financial resources, including grants and loans to secure necessary capital for the production, marketing, and processing of agricultural products;

Represents the County's agriculture industry to local restaurateurs, hoteliers, industries, schools, state, county and local government institutions to encourage them to utilize locally grown and processed products;

Communicates the advantages of a Sullivan County-based agriculture industry to commercial agricultural brokers, industrial brokers, and real estate brokers;

Networks with individuals and various organizations to improve and enhance the viability of local agricultural producers through diversification, niche marketing, direct marketing, and local identification products;

Promotes the positive image of the agricultural industry in Sullivan County through a variety of media efforts;

Prepares and assists in the preparation of proposals for state and federal grants and prepares applications for financial assistance relating to economic development activities identified by Commissioner;

Identifies resources that may be available to the Agricultural and Farmland Protection Board and the Agricultural Local Development Corporation (LD) to carry out the economic development aspects of the Agricultural and Farmland Protection Plan.

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Coordinates the review and update of the State designated Agricultural Districts within the County

on an annual update for additions and the 7 Year Review;

Assembles, maintains and updates data on agriculture related information, such as number of farms,

farmers, agri-businesses, etc.;

Uses computer applications or other automated systems, such as spreadsheets, word processing,

calendar, e-mail and database software in performing work assignments;

May be required to work flexible schedules, including weekends and evenings, depending on the

needs of the department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the agricultural, sociological, economic marketing,

design and environmental factors involved in performing activities related to planning, economic

development, agriculture and forestry; good knowledge of community planning, economic

development, agriculture and forestry; good knowledge of community and regional physical

planning, including zoning and subdivision regulations; working knowledge of traditional

management functions involved in directing an organization; demonstrated skills in graphic

presentation, illustration, and reproduction techniques; ability to make clear and concise oral

presentations; ability to work with local organizations and to build consensus; ability to collect,

analyze and present planning data; ability to understand and interpret maps, charts and graphs;

ability to understand and interpret written material; ability to organize and conduct planning

activities including research, analysis, design, and writing comprehensive planning studies and

reports; ability to think independently and creatively; ability to plan, direct and supervise the work

of others; ability to train employees in office methods and procedures; reliability, resourcefulness; good judgment; tact and courtesy; and sensitivity to issues of cultural diversity.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree or higher in agricultural economics, agricultural sciences, marketing, business, planning, forestry, public administration or a related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in agricultural economics; agricultural sciences, marketing, business, planning, forestry, public administration or a related field and two (2) years of acceptable experience in agricultural or regional planning or marketing activities; or
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher and four (4) years of acceptable experience in agricultural or regional planning or marketing activities; or
- (D) An equivalent combination of experience and training as defined by the limits of (A), (B) and (C) above.

NOTE: Acceptable experience shall include providing professional technical assistance in agricultural planning activities.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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NYS Civil Service Commission Approval: N/A

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