

AGRICULTURAL SERVICES ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a position within the Ulster County Department of Economic Development that is intended to strengthen the Department's capacity to support farmers and farm-businesses in Ulster County, and oversee implementation of the Ulster County Agriculture and Farmland Protection Plan and related agricultural initiatives, in cooperation with Ulster County Soil & Water Conservation District, Ulster County Cornell Cooperative Extension, the Office of the County Executive, the Ulster County Planning Department, the Ulster County Department of Environment, and other local and regional stakeholders. This work includes supporting efforts to strengthen farm viability, promote value-added production and diversification, and expand markets for products; and improve soil health, mitigate the impacts of climate change, and adapt to changes already underway that affect agriculture. Work is performed under the general supervision of the Director of Economic Development. Supervision is not normally a function of this class. Does related work as required.

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

Leads and coordinates implementation of Ulster County's Agriculture and Farmland Protection Plan in collaboration with County departments, the Ulster County Legislature, the Soil & Water Conservation District, Cornell Cooperative Extension, and other regional partners;

Staffs and coordinates the Ulster County Agricultural Coordinating Council and facilitates collaboration among stakeholders to advance agricultural and farmland protection initiatives;

Develops, administers, and evaluates programs and projects that support farm viability, agricultural business development, farmland protection, conservation, and climate resilience;

Manages program initiatives, contracts, and funding sources related to agricultural programs, including grants, financing programs, conservation projects, and other County-supported initiatives;

Identifies and promotes federal, state, and regional funding and technical assistance opportunities to support farmers and agricultural businesses;

Serves as liaison to agricultural organizations, financial partners, nonprofit entities, and government agencies to strengthen coordination and expand resources available to the agricultural sector;

Establishes and maintains strong relationships with Ulster County's farming community and partner organizations and represents the County in agricultural planning and development initiatives;

Conducts research and gathers data to inform policy development, program design, and strategic initiatives that strengthen the County's agricultural economy;

Supports development of strategies and initiatives that strengthen the economic viability and long-term sustainability of Ulster County's agricultural sector;

Supports efforts to expand markets for agricultural products, encourage value-added production and diversification, and advance sustainable agricultural practices including soil health and climate adaptation;

Promotes equitable access to programs and resources and engages diverse stakeholders in support of Ulster County's agricultural community;

Prepares reports, presentations, and communications related to agricultural programs and initiatives.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the ecological, economic and social issues facing farmers and farm-businesses in Ulster County; good knowledge of the principles of project management; good knowledge of the project development process, including project design, review, and permitting; good knowledge of Federal, State and local agricultural laws and programs; good knowledge of climate-related regulations and guidelines pertaining to farmers and farm-businesses; good knowledge of state, county and local agriculture laws and regulations; good knowledge of the principles and practices of financial management, budgeting and budget preparation processes; good knowledge of Ulster County's agricultural heritage, farmers and community; working knowledge of the concepts, national trends and current issues related to diversity, equity and inclusion in the agricultural community; ability to identify, analyze, plan and implement priorities to help the agricultural community; ability to accurately record and report work efforts and results; ability to establish and maintain effective working relationships with a wide variety of people; ability to elicit staff cooperation and support of others; humility; integrity; initiative and resourcefulness; good powers of observation, perception and analysis; tact, courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Business Administration, Public Administration, Planning, Economic Development, Environmental Law or closely related field and one (1) year of administrative work experience in an agricultural/farm business or administrative work experience involving business development, planning, economic development, land/use conservation, environmental use or a closely related field; **OR**
- B. Possession of a Bachelor's Degree in Business Administration, Public Administration, Planning, Economic Development, Environmental Law or closely related field and two (2) years of administrative work experience in an agricultural/farm business or administrative work experience involving business development, planning, economic development, land/use conservation, environmental use or a closely related field; **OR**

C. An equivalent combination of training and experience as described in A and B above.

Agricultural Services Administrator

Page 3

Note: Your degree or college credits must have been awarded or earned 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
0145 AGR SVC AD
Classification: Competitive
NUMGT

Adopted: March 2, 2023
Revised: June 16, 2026