

AGRICULTURAL SERVICES ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a position within the Ulster County Department of Economic Development that is intended to amplify the Department's capacity and capabilities to support farmers and farm-businesses in Ulster County that are recovering from the COVID-19 pandemic and adapting to meet ambitious federal, state and local climate-related goals in a time of inflationary and supply-chain challenges. The primary role of this position is to provide leadership toward the development and implementation of Ulster County's Agricultural Crisis Relief Program (UCARP), a County-funded program that is intended to provide emergency relief to farmers and farm-businesses (agribusinesses), and support a more robust, diverse, and sustainable agricultural sector. The incumbent will lead and manage all functional areas of the UCARP including planning/design, stakeholder engagement, finance/budget management, implementation, evaluation and advancement, in consultation with a Steering Committee composed of members of the Ulster County Executive's Office, the Ulster County ARPA Team, and the Ulster County Legislature, and in cooperation with the Ulster County Soil & Water Conservation District, Ulster County Cornell Cooperative Extension, the Ulster County Planning Department and other local and regional stakeholders. With input and guidance from the Steering Committee, and support from the Director of Economic Development and other County staff, the incumbent will be expected to identify, analyze, plan and implement priorities to help the agricultural sector thrive into the future as it faces ecological, economic and social issues. 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, 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.

Oversees the coordination between constituents and partner organizations focused on supporting the preservation and expansion of agriculture in Ulster County, and reports on same to the Director of Economic Development;

Engages and motivates a network of partners and supporters to promote and fulfill the mission of UCARP and consistently demonstrates high ethical standards in all aspects of work;

Listens and acts upon input from constituents in support of the mission;

Establishes and expands trust and strong relationships with Ulster County's farming community, partner organizations, and local, state, and federal agencies;

Works closely with the Department of Economic Development and the Finance Department to manage the program's resources within budgetary guidelines and according to current laws, regulations and best practices;

Prepares and presents accurate, clear financial reports, including a comparison of actual to budget and a forward-looking forecast, on a schedule established by the Director of Economic Development;

Navigates a complex set of issues in the conservation space;

Brings skills to integrate ecological, financial and social aspects of agriculture into a low-carbon, equitable, and economically sustainable strategy guide to the County's agricultural policies, and provides maximum assistance to farms and farmers, including low-income, minority and women farmers;

Promotes equity, diversity and inclusion both internal and external to the program;

Recognizes and embraces the wide diversity of constituents in every area of Ulster County and seeks to actively incorporate and engage stakeholders who have been excluded in the past on the basis of race, ethnicity, income, gender, sexual orientation, religion or any other protected classification.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Through 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 climate-related regulations and guidelines impacting 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.

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