

New Mexico State University
Professional Position Description

POSITION TITLE: Special Assistant to the Director/Secretary, NMDA

POSITION SUMMARY: To design, coordinate, and implement legislative affairs and outreach programs of NMDA.

KEY DUTIES AND RESPONSIBILITIES:

- Administer the Acequia and Community Ditch Fund.
- Designs, coordinates and implements the legislative affairs and outreach programs of NMDA.
- Establishes an effective outreach strategy to 1) educate legislators on NMDA and the importance of agriculture, 2) coordinate and collaborate with non-profit groups, Acequias, and non-traditional agricultural groups to establish a better understanding of legislative policy and strengthen the support and voice of NMDA and the industry.
- Represents the Director/Secretary in his absence at Governor's Cabinet meetings, out-of-state meetings, and other professional and industry related gatherings.
- Coordinates with state and federal agencies, NMDA and the Governor's Office.
- Responds to complaints and grievances.
- Instructs and trains in methods and procedures.
- Performs related duties as required.

QUALIFICATIONS:

Knowledge of: University and department policies and procedures; federal and state legislative and regulatory processes; federal and state agricultural policies; NMDA operations and structure including policy, laws, and budget; New Mexico's diverse agricultural industry from small scale to large production involving all cultural groups and production types.

Skill in: Communication; leadership; problem solving skills; organizing diverse groups; public relations; and excellent oral and written communication skills.

Ability to: Represent Director/Secretary and make presentations to agricultural organizations and related industries; establish relationships with agricultural industry from rural development, acequias, marketing, processing and production industry; network with non-agricultural groups; communicate effectively in written and oral forms; use independent judgment and initiative; develop and maintain effective working relationships internally and with industry groups; travel 60 percent of the time.

REQUIRED EDUCATION AND EXPERIENCE:

A typical way to obtain this knowledge, skill and ability would be:

- Master's degree in Agriculture or related field.
- More than 8 years of experience.