

New Mexico State University
Professional Position Description

POSITION TITLE: Specialist I, Ag (NMDA)

POSITION SUMMARY: To perform scientific service or technical, investigative and regulatory work in a narrowly defined area of responsibility.

KEY DUTIES AND RESPONSIBILITIES:

- Supervises, directs, and delegates work of assigned staff.
- Performs field and laboratory entomological surveys and analysis.
- Inspects nurseries, feed, and chemical supply stores.
- Takes seed, feed, and fertilizer samples for laboratory analysis.
- Investigates pesticide incidents and certify pesticide applicators.
- Reviews, analyzes and interprets water and land policies and legal actions.
- Carries out the review, analysis, interpretations, and development of recommendations on rangeland and wildlife related programs and legislation of state and national scope in areas such as water, range, wildlife and predator control.
- Prepares budget information and maintains accounts.
- Coordinates purchasing for department.
- Maintains and operates motor pool.
- Assists in systems analysis for departmental applications.
- Performs scientific, diagnostic, and analytical functions in a laboratory environment.
- Assists in the diagnosis of disease problems in animals; interprets and reports results to supervisors; prepares laboratory specimens and conduct analyses.
- Performs related duties as required.

QUALIFICATIONS:

Knowledge of: University and department policies and procedures; livestock and agricultural sector in New Mexico and the United States; principles of scientific investigation; state and federal laws and regulations. (Refer to advertised position advertisement for specific qualifications for any one position.)

Skill in: Short- and long-range planning; problem analysis and resolution; report preparation and presentation; public contact and relations; research methods.

Ability to: Direct, evaluate, train, and supervise the work of assigned personnel; communicate effectively in written and oral form; develop and maintain effective working relationships; maintain accurate and orderly records; use independent judgment and initiative; organize and direct several activities; analyze and evaluate information; operate a computer.

REQUIRED EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in agriculture, marketing, or a related field.
- Certification by U.S. Department of Agriculture or National Institute of Standards and Technology may be required.
- 1 to 2 years of experience.