

New Mexico State University
Professional Position Description

POSITION TITLE: Specialist II, Agriculture

POSITION SUMMARY: To help develop new markets and/or expand existing markets for livestock and agricultural products produced or processed in New Mexico.

KEY DUTIES AND RESPONSIBILITIES:

- Supervises, directs, delegates, and evaluates work of assigned staff.
- Serves as an intermediary between prospective buyers and sellers of agricultural products and livestock.
- Organizes and conducts agricultural trade missions to foreign markets and escorts foreign buyers throughout New Mexico to meet with sellers.
- Collects and disseminates information on prospective market conditions, current supplies, demand, and prices of numerous agricultural products and livestock.
- Prepares correspondence for NMDA Director and Division Director addressing numerous agricultural, marketing, and legislative issues that affect the agricultural and livestock sectors in New Mexico.
- Organizes and participates in food, livestock, and agricultural trade shows at the domestic and international levels.
- Helps New Mexico exporters establish an export mechanism.
- Exchanges and receives data from the Western US Agricultural Trade Association and other state government agencies and organizes market development activities and projects.
- Represents NMDA at meetings and conventions of numerous domestic and foreign livestock and agricultural organizations.
- Provides verbal and written translations in English and Spanish.
- Prepares Mexican Free Zone Study for the US Embassy in Mexico City.
- Recommends legislation, regulations, and laws that affect agriculture.
- Performs related duties as required.

QUALIFICATIONS:

Knowledge of: University and department policies and procedures; principles and practices of organization and administration; University environment; principles of supervision, training, and performance evaluation; marketing; livestock and agriculture sector in New Mexico and the United States, including specific production and marketing channels; international trade; state and federal government rules and regulations; Spanish.

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; use independent judgment and initiative; organize and direct several activities; analyze and evaluate information; organize specific events and displays to accomplish agricultural development.

Specialist II, Agriculture

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.
- 3 to 4 years of experience, 1 of which should be University-related.