

New Mexico State University
Professional Position Description

POSITION TITLE: Specialist III, Agriculture

POSITION SUMMARY: To help fulfill the NMDA's and Director/Secretary's mission regarding agricultural needs.

KEY DUTIES AND RESPONSIBILITIES:

- Represents the Secretary of Agriculture and the Department in Santa Fe; conducts business with state agencies.
- Provides the NMDA and Secretary of Agriculture with current and accurate information relative to activities affecting agriculture.
- Monitors and maintains close communications with state agencies' staff to help ensure NMDA input in policy and program issues affecting agriculture.
- Assures compliance with government policies, programs, and regulations.
- Prepares reports, studies, and proposals for policy development.
- Provides staff support to committees, subcommittees, and task forces of the National and Western Governors' Associations involving agriculture.
- Assists NMDA's and the Department of Finance and Administration's efforts in tracking bills during legislative session.
- Prepares responses to correspondence for the Secretary of Agriculture and the Governor.
- Recommends policies and programs to the Secretary of Agriculture.
- Prepares material such as discussion papers, speeches, and testimony to be presented to industry groups, national associations, and congressional committees.
- Performs related duties as required.

QUALIFICATIONS:

Knowledge of: University and department policies and procedures; state government policies, programs, regulations, and legislative process; agriculture.

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

Ability to: 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; negotiate and compromise.

REQUIRED EDUCATION AND EXPERIENCE:

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

- Master's degree in a related field.
- 3 to 5 years of experience, 2 of which should be University-related.