

New Mexico State University  
Professional Position Description

POSITION TITLE: Specialist IV, NMDA

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

KEY DUTIES AND RESPONSIBILITIES:

Work to be performed in accordance with advertised position announcement. Any one position of this class may not include all duties listed; nor do listed examples include all duties. Some examples of work to be performed are as follows:

Agricultural and Environmental Services:

- Function as an auditor for feed and fertilizer accounts.
- Perform field and laboratory entomological surveys and analysis.
- Inspect nurseries and feed and chemical supply stores.
- Take seed, feed, and fertilizer samples for laboratory analysis.
- Investigate pesticide incidents and certify pesticide applicators.
- Administer applicator examinations.

Agricultural Programs and Resources:

- Review, analyze, and interpret water and land policies and legal actions.
- Act as liaison with national, state, and private organizations.
- Carry out the review, analysis, interpretation, 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.
- Conduct the animal damage control program.

General Services:

- Prepare budget information and maintain accounts.
- Coordinate purchasing for department.
- Supervise voucher preparation and processing in the department.
- Maintain and operate motor pool.
- Plan and coordinate the training of departmental staff in word processing and data processing skills.
- Program computer software and perform systems analysis for departmental applications.

Laboratory:

- Perform scientific, diagnostic, and analytical functions in a laboratory environment.

Marketing and Development:

- Conduct marketing service programs.
- Perform the development and dissemination of basic marketing data and market news reports.
- Conduct basic domestic and international marketing and promotion activities.

Standards and Consumer Services:

- Perform scientific and technical metrology functions in a laboratory environment.

Veterinary Diagnostic Services:

- Diagnose disease problems in animals.
- Interpret and report results to referring veterinarians and animal owners.
- Plan research projects and write research proposals and protocols.
- Investigate disease outbreaks.
- Provide information on animal disease problems to other state and federal agencies.

Specialist IV, NMDA contd.

QUALIFICATIONS:

Knowledge of: University and department policies and procedures; livestock and agricultural sector in New Mexico and the United States; principles and practices of organization and administration; principles of supervision, training, and performance evaluation; principles of scientific investigation; state and federal laws and regulations. (Refer to advertised position announcement 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; organize and direct several activities; communicate effectively in written and oral form; develop and maintain effective working relationships; use independent judgment and initiative; analyze and evaluate information.

REQUIRED EDUCATION AND EXPERIENCE:

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

- Master's degree in agriculture, marketing, or a related field.
- Veterinary diagnosticians may require DVM and may require PhD.
- Certification by U.S. Department of Agriculture or National Institute of Standards and Technology may be required.
- More than 7 years experience.