

TEXAS DEPARTMENT OF AGRICULTURE

COMMISSIONER
SID MILLER

POSTING #15-306-1

POSITION DESCRIPTION

COORDINATOR FOR AGRICULTURE COMMODITY BOARDS AND PRODUCER RELATIONS

CLASSIFICATION TITLE: Program Specialist V

SALARY: B21, \$4,800-\$5,000.00/MO

CLASSIFICATION NO: 1574

FLSA: Exempt

LOCATION: Austin

JOB OBJECTIVE: Coordinate and serve as team leader for agriculture programs, commodity boards and producer relations for the Agriculture and Consumer Protection (ACP) division of the Texas Department of Agriculture (TDA) to ensure the comprehensive interpretation and implementation of state and federal standards. Manage the workflow of ACP staff and assist with program budget management.

ESSENTIAL DUTIES:

1. Develop, implement and revise, as necessary, a work plan for the assigned task areas. Identify the primary functions of the program, set goals, outline objectives and develop mechanisms by which the effectiveness of the program can be measured. Participate with management of the Agriculture and Consumer Protection Division in developing guidelines, policies, procedures, budget and program goals and strategies.
2. Coordinate and oversee the agency's functions related to the cotton program and other agriculture pest management programs as assigned to include enforcement actions related to applicable violations and enforcement actions.
3. Assist Texas agriculture producers, the Boll Weevil Eradication Foundation, Citrus Pest and Disease Management Corporation and TDA in all matters pertaining to the state's efforts to eradicate the boll weevil and manage citrus pests, to include: conducting referendums, representing TDA, assisting with grant development and administration, and maintaining files and database information.
4. Serve as agency lead and liaison for the Prescribed Burning Board and the Wildfire Task Force and other commodity boards under TDA authority.
5. Coordinate all matters pertaining to the state commodity boards, including: technical review, processing and filling of related documents, elections, budgets, researching and representing TDA at board meetings. Ensure commodity boards are in compliance with all applicable laws and regulations.
6. Coordinate with ACP Plant Quality staff on common topics and program impacts such as, but not limited to, Cotton and Citrus.
7. Represent the TDA at stakeholder association meetings or other meetings as assigned.
8. Analyze, monitor, develop and implement effective techniques, procedures and accountability standards for ensuring assigned agency programs are conducted at the highest level of quality, consistency, efficiency; anticipate legislative changes and future needs; and develop action plans to enhance program efficiency and effectiveness, as needed.
9. Develop and manage program activities in assigned subject areas and ensure project goals are met.
10. Direct and lead program activities to ensure compliance with agency safety, personnel and ethics requirements; coordinate the workflow of program staff; and assist in preparing performance appraisals and work plans for program staff.
11. Plan, write and implement cooperative agreements with USDA-APHIS-PPQ, Texas A&M and other entities.
12. Serve as agency liaison to the State Drought Preparedness Council.
13. Represent the agency on various internal and external task forces, boards and committees.
14. Monitor state and federal legislation, regulations and policies to determine their impact on the agriculture industry.
15. Research special issues involving time-sensitive projects in which goals and project outcomes are of an immediate issue.
16. Respond to constituent requests/concerns, or requests from state/federal legislators in an accurate and timely manner, either in writing, by telephone or in person.
17. Work with other state agencies and higher education institutions on projects, as assigned.
18. Adhere to established work schedule with regular work attendance.
19. Follow all TDA safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

20. Perform other duties as assigned.

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QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university (two years of work experience related to the essential duties may substitute for one year of college);
- Minimum five years work experience in agriculture programs or production agriculture;
- Work experience providing technical guidance/support and making recommendations for ensuring compliance with the regulations of federal and/or state programs;
- Experience serving in a team leader/supervisory capacity;
- Work experience in research and planning;
- Work experience preparing technical program reports;
- Valid Texas driver's license and an acceptable driving record*; and
- Required to travel up to 25% of the work period.

KNOWLEDGE, SKILLS AND ABILITIES (The application must specifically state how each of the following qualifications are met):

- Knowledge of local, state, and federal laws relating to the agriculture industry;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Effective critical thinking skills;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to establish goals and objectives and to devise solutions to problems;
- Ability to plan, coordinate and assist in overseeing the work of others;
- Ability to develop, implement and evaluate policies and procedures;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to oversee and effectively manage multiple programs simultaneously at the same time;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

PREFER:

- Thorough working knowledge of production agriculture and commodity board regulations.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office environment. Involves working indoors and outdoors in all types of weather conditions; and climbing, balancing, stooping, kneeling, bending and crawling. May involve lifting, carrying, pushing/pulling of items weighing up to 75 pounds. Involves working alternate/extended work schedules to include evenings and weekends and/or alternate locations; working in the field for extended periods of time and enduring adverse conditions, as needed. May involve standing for prolonged periods of time. Involves travel, occasionally overnight.

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A skills exercise will be conducted at the time of the interview.

**A valid Texas driver's license and an acceptable driving record are required.
TDA will verify this information with the Texas Department of Public Safety.*

The Texas Department of Agriculture is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors. Applicants should communicate requests for disability-related accommodations during the application process to our Human Resources Office at 512-463-7648. 1-800-RELAY TX (for hearing impaired).

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, TDA may conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.

Website: www.TexasAgriculture.gov

Email: TDAJobs@TexasAgriculture.gov

TDA participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

* [E-Verify Participation Poster \(English\)](#)

* [E-Verify Participation Poster \(Spanish\)](#)

* [Right to Work Poster \(English\)](#)

* [Right to Work Poster \(Spanish\)](#)

To apply for this position, please complete the electronic State of Texas Application for Employment through www.WorkInTexas.com or submit a State of Texas Application for Employment to TDA, Attention Human Resources, P.O. Box 12847, Austin, Texas, 78711-2847, or by fax at (512) 800-1574, or in person at 1700 North Congress Ave., 11th Floor Reception Desk, Austin, Texas, 78701, or by email to TDAJobs@TexasAgriculture.gov.