

PROGRAM ADMINISTRATOR
(AGRICULTURAL AND ENVIRONMENTAL RESOURCES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position oversees operations at Hilltop Hanover Farm and the County's programs associated with the Hilltop Hanover Farm and Environmental Center to support the County's agriculture, farmland environmental protection, and sustainability programs. Duties include managing agricultural and horticultural operations; coordinating and implementing educational, curatorial, and recreational programming that fulfill the mission of the farm; ensuring historic preservation and upkeep of the 17th century homestead and all structures; Other responsibilities include representing the County in matters concerning existing and proposed operations at the site by communicating and coordinating with licensees and tenants at the site; discussing a variety of agricultural and environmental issues with federal, state and local public officials; making presentations to industry, professional and community organizations to develop partnerships; conducting tours of the site, and overseeing community and school education programs. Supervision is exercised over a number of full time and seasonal employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates the scheduling of activities and events, publishes a calendar of events, and oversees the promotion of the site and activities;

Manages the development and implementation of maintenance plans for the site, including a Whole Farm Plan for the agricultural activities and Natural Resources Management Plan for the natural areas of the site The Whole Farm Plan is a process for short-term and long-term decision making and evaluation that takes into consideration all processes and operations of the farm in an effort to maintain or improve profitability while enhancing operational and environmental sustainability.;

Prepares and maintains program records and other activity reports to evaluate existing programs to ensure that they are meeting targeted goals and objectives;

Plans, supervises, and participates in farm operations and livestock care;

Solicits, evaluates and makes recommendations concerning proposals for potential licensees wishing to participate in the mission of the environmental center and utilize portions of the site;

Researches and pursues funding opportunities to support programs and demonstration projects;

Assists in the preparation of capital plans and operating budgets for the site, and is responsible for the requisition of various supplies and materials;

Coordinates site usage with licensees and tenants to ensure the most efficient use of space;

Conducts research and surveys to evaluate programs and optimize facility utilization potential;

Ensures that environmental and agricultural issues with regard to County goals and objectives are considered when programs are initiated or site changes are made;

Makes recommendations for program modifications;

EXAMPLES OF WORK: (Illustrative Only) (cont'd)

Researches and prepares information on agricultural, horticultural, and environmental issues and initiatives;

Responds to information requests concerning these issues, and organizes resources for interested parties;

Prepares outreach materials and publicity in coordination with the PRC Marketing Division.

Performs or coordinates periodic maintenance, when needed, to keep the site clean, orderly, and in good working order and serves as an emergency contact for licensees and visitors;

Oversees and coordinates use of County-owned equipment to ensure proper operation and maintenance of equipment;

Assists in the development and administration of the Department's environmental programs, including agriculture and farmland protection, as needed;

Uses computer applications or other automated systems such as word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of the agricultural industry and current agricultural programs; thorough knowledge of the operation of farm equipment, processes, methods and terminology necessary to the growing of crops (including nursery plant material) and the care of animals; thorough knowledge of state and federal regulations and legislation with regard to agricultural and environmental issues; thorough knowledge of global and regional agricultural and environmental issues; thorough knowledge of the principles and practices involved in agricultural practices, farmland protection, environmental science, sustainability, and ecological restoration; ability to develop effective and efficient project plans; ability to coordinate and supervise the work of others, including subordinate staff and licensees at the site; ability to establish and maintain effective working relationships, particularly with related federal, state and local government agencies, and not-for-profit organizations; ability to communicate effectively orally, graphically, and in writing to a wide variety of audiences; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; tact, good judgment, initiative, resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and five years of experience where the primary function of the position was in the development or implementation of agricultural, horticultural, or environmental programming, two years of which must have been in a supervisory or project management capacity; or (b) a Bachelor's Degree* in Agriculture, Environmental Science, Horticulture, Plant Sciences, Ecological Restoration, or a related field and four years of experience as defined in (a), two years of which must have been in a supervisory or project management capacity.

SUBSTITUTION: A Master's Degree in agriculture, environmental science, horticulture, plant sciences, ecological restoration, or engineering may be substituted at the rate of 30 credit hours per year of experience for up to two years of the required experience. Candidate must possess the supervisory or project management experience.

NOTE: In this case, experience gained in an academic setting will not be considered.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Group: XII