

**CLASS TITLE: DEPUTY CHIEF, DIVISION OF
AGRICULTURE AND RESOURCE MARKETING
(DEM)**

**Class Code: 02516400
Pay Grade: 32A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Division of Agriculture & Resource Marketing, to assist in the planning, direction and administration of statewide programs to preserve, protect, improve and promote the state's agricultural resources; as directed, to act as Chief, Division of Agriculture & Resource Marketing in his/her absence; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Chief, Division of Agriculture & Resource Marketing, with wide latitude for the exercise of independent judgement and initiative; work is reviewed for conformance to established rules, regulations, laws, policies and objectives.

SUPERVISION EXERCISED: Plans, coordinates, helps supervise and reviews the work of technical, operational and clerical staff as assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in the planning, direction and administration of statewide programs to preserve, protect, improve and promote the state's agricultural resources.

To plan, coordinate, supervise, as directed, and review the work of a staff responsible for performing various inspections and enforcement for compliance to various state and federal standards and laws pertaining to agricultural products.

As directed to act on behalf of the Chief, Division of Agriculture & Resource Marketing, in his/her absence.

To plan, supervise, review the work of a staff engaged in the registration of Commercial Feeds, Commercial Fertilizers, Soil Amendments, Agricultural Liming Materials and Composts for compliance to label and guarantee laws; and agricultural promotion and marketing programs, using state, federal and local initiatives.

To assign, supervise and review the work of a staff in federal/state programs through cooperative agreements with the United States Department of Agriculture (USDA) in conjunction with dealers, chain store buyers, state institutions, United State Hospitals, military installations and others to ensure the agricultural products are adhering to quality and grade as specified.

To be responsible for the planning, development and implementation of all federal marketing and inspection programs including grants and entitlements assigned to the division; including administration of Market Improvement and Expert Assistance Grants received from various USDA funding sources.

To plan and supervise a statewide program designed to facilitate the control of various animal diseases or animal health issues.

To be responsible for the collection, interpretation and evaluation of agricultural data and information obtained from surveys and studies, and to oversee the dissemination of that data through various wholesale, retail and seasonal agricultural reports.

To assist in working with and advising agricultural organizations and consumers cooperatives in direct marketing programs.

To participate in a Federal/State Consumer Protection Program with a fee basis being utilized by wholesalers and large chain stores.

To assist in the annual budget preparation and implementation of the annual work plan.

To be responsible for planning and administration of a statewide program designed to promote the state's agricultural resources and provide and orderly flow of resource marketing information to the general public.

To confer with other state agencies, local governments, federal agencies in regard to agriculture and related programs.

To work with various agricultural organizations in developing marketing and promotional activities designed to encourage the utilization of Rhode Island agricultural resources.

To assist the Division Chief in the selection of service contracts, the purchase of office equipment and supplies and the maintenance of office records.

To prepare and submit reports of inspections and investigations containing findings, conclusions and corrective recommendations.

To reply to inquiries from the general public regarding agricultural activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the state and federal laws pertaining to agricultural marketing; a thorough knowledge of federal and other state agricultural programs; a thorough knowledge of marketing grades and standards for farm products and their application, certification and enforcement; the ability to plan, organize and supervise the activities of subordinates engaged in programs, projects and research activities for the protection, development and effective utilization of agricultural resources; the ability to recommend and draft projects which may be eligible for federal grants; the ability to draft and implement divisional policies, rules and regulations; the ability to advise, cooperate with, and provide consultation services to federal and state officials and agencies, community organizations and the state legislature on matters involving legislation and management of agricultural resources; the ability to handle fiscal matters, prepare an annual budget and prepare regular and special reports, as required; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing, supplemented by courses in agriculture marketing; and

Experience: Such as may have been gained through: employment in a responsible supervisory and/or administrative position in the field of agricultural and resource promotion.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: September 27, 1998

Editorial Review: 3-15-2003