NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625
www.state.nj.us/agriculture

POSITION TITLE: Division Director (Unclassified appointment)
(Director, Division of Marketing and Development)

LOCATION: Trenton, New Jersey
Division of Marketing and Development

ISSUE DATE: August 31, 2016
CLOSING DATE: September 21, 2016
SALARY: Commensurate with education and experience
ANNOUNCEMENT NUMBER: 27-16

POSITION DESCRIPTION

The New Jersey Department of Agriculture is seeking a proven leader to administer and manage the statewide operations of the Division of Marketing and Development. Under the direction of the Secretary of Agriculture, the Division Director has charge over the work programs and staff of 40 in the Division of Marketing and Development and overall responsibility and accountability for the efficient and effective marketing and promotion of agricultural products and agricultural commodities. Responsibilities include:

- Develops plans, and offers technical assistance to organizations and enterprises to develop expanded marketing facilities for processing, marketing and distributing agricultural and related products;
- Plans, organizes and directs a cooperative State and Federal agricultural price and marketing news data program through producer and marketing channels;
- Provides leadership to professional and support staff, coordinates staff operations in the areas of development, implementation and evaluation of all aspects of administration of programs to ensure compliance with federal and state parameters and timelines;
- Participates in the development of the Department's Strategic Plan and manages the Division of Marketing and Development based on the goals, objectives and performance standards contained within the Strategic Plan;
- Represents the Secretary of Agriculture at any special function/conference related to marketing and promotion programs;
- Extensive meeting attendance and reporting; travel for trade shows;
- Expands opportunities for utilization of fresh New Jersey produce;
- Ensures compliance with Federal, State and Departmental mandates;
- Maintains cooperative working relationship with private and public agencies, local governments and program sponsors as well as various units of state and local governments, USDA, state and national marketing and development operations in other states.

REQUIREMENTS

EDUCATION

Graduation from an accredited college or university with a Bachelor's Degree in agriculture, agri-business, marketing, or a field related to the area of assignment.

NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of posting. Transcripts (if required) must be submitted with resume. Failure to comply with these requirements may result in ineligibility.

EXPERIENCE

Five (5) years of professional experience in a public agency, college or agriculturally related business which shall have included development, promotion, and marketing programs for agricultural products of which at least two years shall have been in a management capacity. Candidate should be proficient in the use of technology and familiar with the use of social media in marketing endeavors.

LICENSE

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY LAW: Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

AUTHORIZATION TO WORK: The selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

APPLICANT INFORMATION

Applicants should submit a cover letter including the announcement number, resume and transcripts by the closing date to: Heather Knox, Personnel Assistant 3, Human Resources, P.O. Box 330, Trenton, NJ 08625 or via e-mail to njdajobs@ag.state.nj.us.

POSTING AUTHORIZED BY:

Linda A. Krajain
Manager, Human Resources

The New Jersey Department of Agriculture is an Equal Opportunity/Affirmative Action Employer
Minorities and women are encouraged to apply