NEW JERSEY DEPARTMENT OF AGRICULTURE

Secretary of Agriculture

DEFINITION

Under the direction of the State Board of Agriculture and the Governor, and subject to applicable laws, rules, regulations and policies of the State Board of Agriculture, the Secretary of Agriculture provides executive leadership and management to the Department of Agriculture and its regulatory, service, development, and promotion programs; performs related duties as required.

EXAMPLES OF WORK

Serves as the principal executive officer of the Department of Agriculture, as Secretary of the State Board of Agriculture and as a member of the Governor’s cabinet.

Directs the planning, development, administration, and evaluation of Department of Agriculture programs and operations related to the advancement, protection and promotion of agriculture in all its branches; the conservation and development of animal, plant and soil resources of the state; the efficient and orderly marketing of foods and other agricultural products; the management of public food programs; and the improvement of rural social and economic conditions.

As prescribed by law, serves as Chairman of the SADC. Where the Secretary shall actively work with the SADC and its Executive Director to ensure the promotion and implementation of the farmland preservation program, a component of which consists of preserving the viability of the business of agriculture.

As prescribed by law, is a member of, manages and or participates in programs such as the Sire Stakes program, Rutgers Board of Managers, Transfer of Development Rights Bank Board and other special programs.

Establishes and controls the programs and performance of the several divisions of the Department including the Divisions of Animal Health, Marketing and Development, Plant Industry, Food and Nutrition and Agricultural and Natural Resources.

Initiates and directs the development of special management reports and recommendations to the State Board of Agriculture on agricultural and rural program needs, department management issues, budget planning, and development or rules and regulations in support of the accomplishment of Department goals and objectives.
Develops and maintains liaison with the Congressional Delegation, Federal and State agencies, national and regional agricultural and related interest organizations, the Governor and his staff, the State legislature, State, regional and county agricultural and related interest organizations in support of the agricultural and rural interests of New Jersey.

Develops and manages information programs related to the promotion of agriculture, the advancement of agricultural related, rural and other specific interests under the purview of the Department; organizes and participates in conferences, meetings and forums to represent the Department and its programs and interests; serves as official spokesperson for the Department.

Reviews and recommends legislation necessary to implement and give effect to new programs of the Department; reviews Federal and State legislation to determine the effect on Department and agricultural interests; proposes and recommends rules and regulations to the State Board of Agriculture to accomplish Department programs and operations.

Plans and presents the Department’s annual and capital budget and any special appropriations requests to the State Board of Agriculture, the Governor, and the Legislature; assures the application and use of all Department financial resources are in conformance with State of New Jersey and State Board of Agriculture laws, policies, rules and regulations and program priorities.

Serves on various Federal and State level and inter-departmental Boards, Councils and Commissions, as a designated representative of the Department of Agriculture, and serves as a member of Councils, Boards and Commissions, within the Department of Agriculture, in support of its regulatory, service and promotion programs.

Is responsible for the personnel program for the Department of Agriculture in conformance with the provisions of Title 11A of the Revised Statutes, Civil Service and other applicable statutes, policies, rules and regulations.

Administers and directs the preparation of extensive correspondence and clear, technically sound, accurate and informative statistical, financial, progress, budget and other department reports containing findings, conclusions and recommendations.

**REQUIREMENTS**

The candidate shall be a person qualified by education, training and agricultural and related experience to perform the duties of the office. This shall have included a four year college degree or equivalent work experience and ten years of professional and management experience, private or public, related to New Jersey agriculture.

**LICENSE**

Appointee 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.
KNOWLEDGE AND ABILITIES

Broad knowledge of New Jersey Agriculture and its many branches; their role, contributions, needs and potentials.

Broad knowledge of rural areas, their economic and social conditions and concerns and their inter-relationships with agriculture, conservation, and economic development programs.

Broad knowledge of management planning, organization, fiscal and personnel management, operations and evaluation systems and methods.

Broad knowledge of public and private agricultural and related organizations; their role, programs and interests.

General knowledge of State government in all its branches, including its organization, areas of responsibility, the legislative process and general state operations.

General knowledge of production agriculture and food marketing in New Jersey; its characteristics, role and importance.

General knowledge of the agribusinesses and other concerns that service, support and contribute to the overall agricultural industry of the state.

General knowledge of information programs, public relations and promotion, and communications.

Knowledge of national agriculture, food and natural resource issues, concerns and programs affecting or related to New Jersey agriculture.

Ability to acquire thorough knowledge of the New Jersey Department of Agriculture, its organization, programs and operations and the legal basis for its programs and operations.

Ability to comprehend, analyze, interpret and develop programs and recommendations to meet changing agricultural, agriculturally related, natural resource and rural social and economic conditions.

Ability to comprehend, analyze, interpret and apply state and federal laws and regulations to statewide programs of agriculture, marketing and natural resources.

Ability to plan, organize and delegate management and administrative work and evaluate work programs and operations for successful performance.

Ability to formulate, manage and accomplish programs assigned to the Department of Agriculture in accordance with Executive Directives, legislative mandates and policies of the State Board of Agriculture.
Ability to work harmoniously with the State Board of Agriculture, the leaders of the agricultural community, and with individuals and groups affected by, interested in, or concerned with agriculture and the other programs of the Department.

Ability to organize, conduct, and participate in meetings and conferences with organizations and groups having a common interest in Department programs and accomplishments; and with departmental policy and management groups to advance the goals of the Department.

Ability to publicly represent the Department, to give formal and informal presentations and to draft extensive and complex correspondence and related communications.

Ability to learn to utilize various types of electronic and telecommunications information systems used by the agency, office or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

SPECIAL NOTES

The position requires participation in agricultural and related programs and events often held during evening hours as well as holidays and weekends.

11/12/08