



MONTGOMERY
C O U N T Y N Y
Made of Something Stronger

(Adopted: 5/25/2021)

Competitive

AGRICULTURAL ECONOMIC DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving the responsibility for assisting the Conservation District Manager in the planning and administration of an Agricultural and Farmland Protection Plan within the County. The incumbent works closely with, and may assist, other staff personnel on District projects as needed. Work is performed under the general supervision of the Conservation District Manager. Supervision of others is generally not required of the position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Implements the County Farmland Protection Plan involving data collection and the development of plans;
- Provides technical assistance to landowners, groups and units of government to facilitate and develop financial and business plans related to agricultural resources;
- Develops and maintains cooperative working relationships with businesses, industries, regulatory agencies, public officials and groups about the advantages of continuing agricultural growth within the County;
- Assists the District Manager in developing and may oversee specific promotion projects to attract new agricultural business/industry, and maintain existing business/industry within the County;
- Analyzes and comments on potential land use projects and programs as they relate to soil, water and other natural resources;
- Assist with the development of proposals and performs activities required for the implementation of land, soil, water quality and other special grant programs as required by the District Manager;
- As directed, will perform varied tasks associated with benefits and protections for farmers and landowners who are current or potential members of the local agricultural district;
- Meets with businesses and or agricultural operations located outside of the county in order to encourage relocation to Montgomery County;

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- Provide assistance to agricultural business/industry with diversification and expansion opportunities;
- Identify, develop and implement promotional and marketing programs for agricultural products;
- Prepares a monthly work report and keeps daily narrative;
- Writes grants related to economic, industrial and agricultural development to State, Federal and private foundations;
- Assist with implementation of conservation practices;
- Assist with educational outreach programs within the County;
- Completes other duties as assigned by the Conservation District Manager.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Basic knowledge of economics, familiarity with program management, reporting and communications; Working knowledge of agricultural business and industrial development; Good knowledge of principles, practices and techniques of economic development and planning; Good knowledge of soil and water conservation principles and practices; Good knowledge of the principles and practices of agricultural resource conservation with emphasis on soil and water conservation; Good knowledge and understanding of Agricultural BMP; Good verbal communication skills, listening skills, and ability to work as a team member; Ability to maintain records and prepare financial reports; Ability to perform grant applications activities, including research, analysis and writing of grants; Ability to work independently toward common goals of the District; Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

- A. A Master's Degree in Business or Public Administration, Management, Industrial Relations, Economics, Planning, or a closely related field; or
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business or Public Administration, Management, Industrial Relations, Economics, Planning, or a closely related field and two (2) years of professional experience in public or business administration, urban planning, economic or industrial development, or a field related to the development and implementation or agricultural growth; or

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- C. Graduation from a regionally accredited or New York State college or university with an Associate Degree in one of the fields listed in A and B and four (4) years of professional experience as outlined in (B); or
- D. Graduation from high school or possession of an equivalency diploma and six (6) years of professional experience as outlined in (B).

Special Requirement: Possession of a valid appropriate driver's license by the New York State Department of Motor Vehicles at time of appointment and must be maintained throughout employment.

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