

CHIEF OF AGRICULTURAL RESOURCES –
STATE AGRICULTURE DEVELOPMENT COMMITTEE

UNCLASSIFIED
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DEFINITION

Under direction of the Executive Director supervises all aspects of SADC's work related to ensuring proper stewardship of farmland preserved under the NJ Farmland Preservation Program and development of necessary Agricultural Management Practices (AMPs) pursuant to the Right-to-Farm (RTF) Act. Leads the SADC's work in generally acting as an advocate for, and promoting the interests of, productive agriculture and farmland retention within the administrative processes of State government. Supervises SADC stewardship and RTF staff; does other related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, not all duties performed on the job may be listed.

DESCRIPTION OF WORK:

As directed by the Executive Director:

Recommends policies, procedures, regulations and statutory amendments necessary for the effective implementation of the SADC's Farmland Stewardship and Right to Farm Programs.

Supervises all SADC activities related to proper stewardship of farms preserved through the SADC's Farmland Preservation.

- Supervises all post-acquisition requests from landowners, securing SADC approval or denial of such requests.
- Supervises implementation of the SADC's monitoring program through which all preserved farms are annually monitored to ensure compliance with the deed of easement and pertinent regulations.
- In collaboration with the Executive Director and Chief of Legal Affairs, advance and administer legal actions required to obtain landowner compliance with SADC deed of easement.

- Directly supervises the use and activities on all farmland owned in fee simple by the SADC to insure tenant compliance with lease and deed of easement provisions.
- In coordination with IT support, supervise the development and implementation of a web-based database system to record and track program activity and SADC approvals related to Farmland Stewardship issues.
- Supervise all SADC activities related to administering agricultural leases on state-owned land, including the Six-Mile Run reservoir, including securing appropriate documentation and insuring receipt of rental payment in compliance with the terms of the leases.
- Directly supervise, manage and guide the SADC's Stewardship staff.

Supervises all SADC activities related to conservation of soil, water and other natural resource values on preserved farmland through the implementation of USDA conservation programs compatible with the SADC Deed of Easement.

- Obtain full working knowledge of all USDA conservation programs and their impacts on farmland preserved pursuant to the SADC's Deed of Easement.
- Evaluate all such USDA conservation program to identify which programs, and any limitations thereto, may be eligible to be deployed on SADC-preserved farmland.
- Strategically evaluate applicability of USDA conservation programs on all NJ preserved farmland and pursue implementation of same through landowner outreach and education, coordination with NJ NRCS offices, NJDEP, and all other parties as required.
- Ensure proper conservation of agricultural, water and other natural resources values on preserved farmland.

Develops and proposes for adoption necessary Agricultural Management Practices (AMPs) pursuant to the Right to Farm Act.

- Strategically evaluate the needs of NJ farmers in order to identify and prioritize what practices, types of operations, or sectors of the agricultural industry are in need of support through the adoption of AMPs by the SADC.
- Develop a work plan and schedule for the adoption of at least one AMP per calendar year.

- Conduct and oversee research in support of AMP development to ensure effective and applicable standards of RTF protection afforded thru the AMP.
- Supervise the drafting of all AMPs by appropriate SADC support staff; responsible for final draft content.
- Directly supervise, manage and guide RTF support staff.

Generally acts as an advocate for and promotes the interests of productive agriculture and farmland retention within the administrative processes of State government.

- Review and evaluate the proposed rules, regulations and guidelines of any State agency in terms of feasibility, effect and conformance with the intentions and provisions of the Agriculture Retention and Development Act.
- Coordinates with the NJDA in all matters related to any proposed rules, regulations and guidelines of any state agency in order to pursue an outcome that increases agricultural viability while respecting the protection of broader public interests and safety.
- Improves local and state governments' ability to plan for, and support, a permanent agricultural industry by recommending proactive and effective ordinances, regulations and policies.
- Plans and directs a close working relationship with the farm community, agricultural leaders and agribusiness groups in order to advocate and promote the interests of production agriculture and farmland retention in the State.

Prepares correspondence, analyses, reports and tabulation of data in the course of official duties.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information system used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's or graduate degree in natural science (including but not limited to agricultural science, soil science, earth science, biology, etc.); environmental planning/design; public policy; or related field.

EXPERIENCE:

A minimum of three (3) years of direct experience in farmland and/or open space easement acquisition with a public or private preservation entity in the state of New Jersey, or

A minimum of five (5) years of direct experience in farmland and/or open space easement acquisition with a public or private entity not located in the State of New Jersey; or

A minimum of five (5) years of direct experience in development and implementation of farm conservation practices on farmland; or

A minimum of five (5) years of direct experience in managing and operating agricultural operations on a commercial farm; or

A combination of the above listed experience.

LICENSE:

Appointees will be required to possess a driver's license valid in NJ.

KNOWLEDGE AND ABILITIES:

Knowledge of statutes, operating policies, and procedures of the SADC programs.
Ability to comprehend, interpret and apply same.

Knowledge of soil and its agricultural use properties and capabilities.

Knowledge of the operation, organization, and interrelationships of public/private agencies involved in or affecting agriculture and agricultural land preservation in the State of New Jersey.

Ability to prepare clear, sound, technically accurate, and informative, reports and articles containing findings, conclusions, and recommendations.

Ability to develop, organize, and carry out effective work methods in coordination with assigned staff, other government and private agencies.

Ability to evaluate and determine land suitability for inclusion in an agricultural retention program.

Ability to review, recommend, revise, and develop policies/procedures related to agricultural resource management.

Ability to work cooperatively and communicate effectively with individuals, groups, and agencies concerned with agricultural land management and preservation.

Ability to organize and carry through all projects promptly and efficiently, and submit cogent reports suitable for the use of the SADC's administrative staff.

Ability to take full responsibility for accurate and efficient completion of all projects assigned by the Executive Director, to imaginatively problem-solve, and to collaborate with staff in a collegial manner.

Ability to comprehend and analyze laws, regulations, and procedures.

Ability to participate at meetings, conferences, or work sessions dealing with agricultural land management and preservation issues.

Ability to maintain highly organized records and files.

Excellent communication and interpersonal skills required to interact with SADC staff and management, staffs of county agriculture development boards, municipalities, private nonprofit entities, and landowners and their attorneys on a daily basis.

Ability to communicate ideas in written form in a clear, concise and accurate manner.

Knowledge of statistical methods and procedures and their use in the presentation of factual data.

Strong organizational skills and attention to detail required handling large volumes of work, and ability to work in a fast paced environment.

Ability to understand and explain complexities and uses of pertinent policies and rules governing the SADC's Stewardship and Right to Farm programs.

Ability to read and understand legal descriptions, title reports, property surveys, farm and resource conservation plans, and other relevant documents.

Familiarity with title company forms, preliminary title searches, endorsements, easement descriptions, surveys and survey descriptions, liens and recorded judgments, policies of title insurance, mortgages, deeds and other instruments of record.

Ability to prepare correspondence as required in the course of official duties.

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

Ability to utilize Word and Excel with above average proficiency.

Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position.

STATE RESIDENCY:

Appointee must be a resident of the State of New Jersey in accordance with P.L.2011, c.70.

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