

AGRICULTURAL PROGRAM ASSISTANT

LOCATION: Tioga County Department of Economic Development and Planning
CLASSIFICATION: Competitive
SALARY: To be determined
ADOPTED: 01/11 Reso 275-10; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves handling correspondence and public contacts; collecting, analyzing, and processing information and data; and coordinating assigned projects related to the Tioga County agricultural district. The position will perform a variety of tasks assisting in the coordination of services associated with mandated benefits and protections for farmers and landowners who are members or are potential members of the local agricultural district. The incumbent is expected to work independently in order to complete assignments while functioning under the direct supervision of the County Planning Director. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- By means of field visits and phone calls, obtains information needed in order to complete land owner surveys;
- Provides assistance and answers inquires from land owners concerning Tioga County's agricultural district functions and benefits, as well as inquires concerning impacts related to natural gas drilling leases;
- Maintains and processes data, which includes computerized records requiring knowledge of agricultural district services and procedures;
- Participates in meetings to report progress and helps resolve issues involving departmental activities;
- Assists the GIS Manager by providing factual information concerning property or landowner type and other related data;
- Writes general correspondence and compiles mailings;
- Writes press releases and legal notices.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of computerized record maintenance; Working knowledge of the policies and objectives of the agricultural district program; Working knowledge of administrative principles and practices including public relations; Working knowledge of agricultural terminology and farming practices; Ability to analyze and organize data and prepare accurate records and reports; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases; Ability to collect, analyze and summarize data and information; Ability to read and interpret maps; Ability to keep records, prepare reports and direct activities; Ability to understand oral and written instructions; Ability to handle routine administrative details independently; Ability to establish and maintain cooperative relations with the public and other governmental and private agencies; Ability to express self clearly and effectively, both orally and in writing; Ability to become readily familiar with specific laws, rules, regulations and policies; Initiative and resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession a high school equivalency diploma and **EITHER:**

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, supplemented by 24 semester credit hours in environmental studies, life sciences (i.e. biology, chemistry, animal science), or closely related coursework; **OR**
- (b) Completion of 24 semester credit hours in environmental studies, life sciences (i.e. biology, chemistry, animal science), or closely related coursework and two (2) years of full-time paid work experience, or its part-time equivalence, performing responsible clerical functions involving the

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use of computers and associated with projects related to agricultural, environmental, regional planning or a closely related field; **OR**

- (c) An equivalent combination of training and experience as outlined by the limits of a) and b) above.

SPECIAL REQUIREMENTS:

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. A valid driver's license will be required in order to operate either a County owned or a personal vehicle to meet said assignments.

Due to the nature of the work, certain assignments may require incumbents to attend meetings conducted in the evening.