

DEPARTMENT OF AGRICULTURE
AGRICULTURE BUREAU DIRECTOR

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public – the exam process is waived
Location: 165 Capitol Avenue, Hartford, CT
Job Posting No: 11398
Hours: Monday through Friday, 40 hours (full time)
Salary: MP67 – 3,492.76 bi-weekly
Closing Date: **July 23, 2014 by 4pm – no exceptions**

EXAMPLES OF DUTIES:

Directs the staff and operations of a Bureau; coordinates, plans and manages Bureau activities; formulates program goals and objectives; develops policies and procedures; interprets and administers pertinent laws and regulations; evaluates staff; prepares and monitors Bureau budget; prepares proposed legislation and regulations; maintains contacts with individuals both within and outside of the Bureau who might impact on Bureau activities; appears before legislative and professional groups; may testify at hearings on matters pertaining to the Bureau; prepares correspondence and reports; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of the technology and research pertaining to the Department of Agriculture; considerable knowledge of and ability to interpret and apply relevant State and Federal laws and regulations; knowledge of agricultural programs, such as farming, shellfish, livestock and/or soil and water conservation; knowledge of advertising and promotional techniques related to agricultural resources; considerable interpersonal skills; considerable oral and written communication skills; considerable organizational and planning skills.

EXPERIENCE AND TRAINING: General Experience: Ten (10) years of experience in one or more of the following: agricultural land and resource management, such as agricultural production, farmland preservation, soil and water conservation and/or the shellfish industry; regulation and inspection of agricultural programs; and/or marketing agricultural products and activities.

Special Experience: Two (2) years of the General Experience must have been in a managerial or supervisory capacity.

Substitutions Allowed: 1. College training in Agriculture, Animal Science, Business, Public Health, Public Policy or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.

2. A Master's Degree in an agriculture related program, Business, Public Health or Public Policy may be substituted for five (5) years of the General Experience.

3. A Doctorate in Veterinary Medicine may be substituted for six (6) years of the General Experience.

*Note: Education may only be substituted for a total of six (6) years.

The official job specification may be viewed at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6141>

The salary plan is available at: <http://www.das.state.ct.gov/HRDocs/CompPlans/MP%202013%2007%2012.pdf>

The preferred candidate will have knowledge of agricultural practices, marketing campaign development, and land preservation programs and approaches and facilities management; knowledge advertising and promotional techniques related to agricultural; Understanding of applicable state and federal laws, regulations and programs relevant to agriculture promotion, farmland preservation and agriculture product aggregation processing and distribution; Experience with management principles and techniques; Understanding of state and federal grant programs; Experience with farmland preservation; management experience; and communications skills.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the preferred skills should submit **a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>)** to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services/SMART Unit
165 Capitol Ave, 5th Floor East
Hartford, CT 06106

Confidential Fax: (860) 622-4921

OR

Email to DAS.HR.SMART@ct.gov, MUST include Director 11398 (last name) in subject line.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.