Administrative Manager: Bureau Director - Agriculture and Farm Center  
Position #008541

Position Summary:

Under general supervision of the Administrator, this position directs the Bureau of Agriculture and Farm Center, including agricultural policies and rural issues. Work includes playing an active and significant role in formulating, determining, and implementing policy as well as programmatic decisions with an emphasis on external and internal customer service and collaboration. The position will provide the primary back-up support to the Administrator in areas related to agribusiness and economic development as well as direct other bureau programming efforts (e.g., mediation, herd health issues, rural community development outreach, etc.), etc.

The position is also responsible for program development & evaluation, grant procurement & administration, budget administration (including securing funding sources) pertaining to Bureau operations, and management of staff actions that provide economic support to farm families and agricultural businesses (e.g., dairy business development, financial advising, mediation services, herd health initiatives and farm succession planning and support, etc.). The position supervises and trains staff, establishing work unit and individual work objectives as appropriate and in collaboration with the management team. The position will also develop metrics to effectively evaluate the reach and impact of agricultural development programs, reporting routinely to the Administrator and Office of the Secretary.

This Bureau Director position serves as a member of the management team and participates in strategic planning, setting overall Division and Bureau policies, and assisting in decision-making processes. The position will further work with a variety of cross-division/department program managers, the agency legislative liaison, external organizations, and media to emphasize initiatives related to agricultural development and education (e.g., expanding markets, promotion and growth of WI agricultural industry, creating resiliency, etc.), build awareness, and enhance resources for Bureau programs. This position makes recommendations for the enactment of legislation or initiatives that further growth and development opportunities for Wisconsin’s farmers, agricultural businesses and farm communities.

This position serves as a Division liaison to, and coordinates with, state and federal agencies, the Legislature, Congress, the Office of the Governor, University System and other outside groups at the local, state and national level on subjects related to agricultural business and farm economic development.

GOALS AND WORKERS ACTIVITIES:

45%  

Goal A: Administration of Bureau strategic planning, policy, programs and services for agricultural businesses, farmers, and their communities. This includes management of the Bureau’s budget, grant administration and other related fiscal processes.

A1. Participate in strategic planning for the Department, Division and Bureau related to program priorities and initiatives, staffing and training needs, and continuing quality improvement; this includes evaluation of emerging issues or pending legislation affecting Bureau programs or initiatives. Assist the Administrator in the development of a 3-5 year Strategic Plan or any needed changes based on research and findings.

A2. Develop and/or administer Bureau program policy, participating in the development or revision of policies, legislation, and programmatic requirements affecting overall Division programs or initiatives (e.g., funding programs and policies, new initiatives, operational policies, etc.)

A3. Develop and manage the Bureau’s operating budget, implementing internal procedures to review and account for appropriations and expenditures. Recommend improvements or corrective actions as needed.

A4. Participate in division budget development, review of staff expenditure requests (e.g., training, travel, supplies, etc.) to ensure effective use of resources between bureaus and funding availability; assist in tracking Bureau budget status and meet regularly (e.g., monthly or quarterly) with Bureau of Finance staff to review budget status reports, expenditures or needing funding changes, etc.
A5. Identify current and anticipated future funding needs and work with agency managers or industry representatives to develop and implement options to meet those needs (e.g., assess grant structures, evaluate position costs versus contracting for services, etc.).

A6. Provide oversight and direction in the development and implementation of grant programs policies and procedures necessary to implement Bureau programs. Make decisions relative to what funding is available and under what conditions funds may be expended.

A7. Research grant opportunities and assess feasibility of administering an award based on current staff resource levels. Make proposals on grant applications to be made and oversee any award administration processes for affected bureau program areas.

A8. Coordinate efforts with division staff to determine potential costs related to federal grants, preperation of grant aids to bureau projects or programs, data verification and analysis, etc.

A9. Manage Bureau assistance to outside entities regarding new programs, the presentation of business proposals, funding needs, training needs, etc. Evaluate staff plans and training programs, providing guidance to staff on specific projects as needed.

A10. Routinely conduct a workload analysis to determine effectiveness of programs, their processes and their efficiency (e.g., assess staff needs in bureau, program area assignments of staff, teams, etc.). This includes the establishment of metrics and reporting requirements on program activities.

A11. Oversee and evaluate staff’s business technical assistance services to agricultural businesses (e.g., profit center options, financing services, etc.), identifying areas needing improvement or increased training of staff to maximize support and assistance to external parties.

A12. Coordinate business and product development technical assistance consulting services to Wisconsin producers, suppliers and post-production users regarding strategies to add value to agricultural products.

A13. Prepare evaluation and accomplishment reports on Bureau programs as needed for the Administrator, other department management, the Legislature and the Governor.

A14. Develop federal or interagency agreements in support of Bureau program initiatives. Review contracts or agreements, consulting with legal counsel as appropriate.

25% **Goal B:** Management and supervision of Bureau staff, including the handling of internal personnel issues to promote teamwork and unit professionalism.

B1. Establish specific program area objectives and, with staff, of an annual Bureau workplan. Conduct regular reviews of workplan status with staff and modify workplan as needed.

B2. Provide direct project coaching, consulting, management and outreach on individual projects as necessary.

B3. Develop employee objectives and conduct performance evaluations. Ensure staff training and professional development programs are established. Provide technical and procedural advice to managers or staff as applicable.

B4. Direct the handling of personnel issues including: review of disciplinary action(s), reclassification, layoff, resignations, and dismissals for compliance with applicable standards and rules including Affirmative Action guidelines.

B5. Direct management staff in their role in dealing with employee conflict(s) to ensure timely handling of matters and appropriate resolution. Meet regularly with supervisors to discuss employee concerns and identify action steps to implement corrective measures.

B6. Consult with the Human Resources management staff to discuss Bureau concerns that may require disciplinary action, development of a performance improvement plan, or individual training needs.

B7. Review and approve leave schedules, training requests and timesheets; ensure staff training and development plans are established.
B8. Monitor and implement state compensation plan, administrative code, or other agency policy provisions as applicable.

B9. Coordinate or participate in the recruitment, selection and hiring of new staff (e.g., develop exam benchmarks, interview prospective employees). Review the hiring and selection processes to assure fairness and equal opportunity for all applicants.

B10. Monitor the implementation of Affirmative Action/Civil Rights Compliance (AA/CRC) plans within assigned areas of responsibility.

15% Goal C: Performance of liaison and outreach functions, not only to gain support for significant policy initiatives but also for purposes of developing relationships and stakeholder education (e.g., resources or support available to agricultural community members, etc.).

C1. Working with the DATCP legislative liaison, serve as a Bureau liaison and/or agency point of contact on program initiatives, developing relationships with stakeholder groups (e.g., government entities, agencies, legislature, news and broadcast media, other organizations, educational institutions, etc.), discussing policy initiatives, providing educational opportunities, etc.

C2. Participate in the management of internal agency program activities and teams.

C3. Work with agency communications staff and, as appropriate, serve as a key media contact on resources and issues affecting the rural community and agriculture.

C4. Attend industry meetings and report findings to the appropriate division management to keep them apprised of industry concerns, etc.

C5. Participate in public forums, meetings, conferences and other opportunities to share information on the services provided by the Bureau.

C6. Oversee the collection, creation and dissemination of information and educational materials on product and market development opportunities, new uses, value added opportunities, and other issues of concern to Wisconsin agribusiness.

C7. Direct outreach strategies and activities to ensure that agri-businesses are aware of the economic development support services and related financial programs available from the Division and other national, state or local economic development partners. Review and provide feedback on status reports relating to outreach work completed by staff; provide guidance as appropriate.

C8. Manage reports and/or newsletters to provide information on agency programs and services; oversee information retained on the Bureau’s website and direct updates as needed.

15% Goal D: Management and performance of initiatives and special projects crossing division or entity lines that affect rural communities and the agricultural industry; this includes identifying and securing funding.

D1. Identify cross-divisional/cross-entity opportunities to enhance support for rural communities and agricultural industry resources (e.g., Working Lands programming in DATCP-DARM; UW/UW Extension regarding Dairy Taskforce 2.0 initiatives, credit stabilization and recover opportunities, etc.).

D2. Organize, lead, or facilitate cross-division/entity teams; serve as a point of contact.

D3. Conduct analyses and prepare reports; this includes identifying areas where capacity can be improved, efficiencies obtained identification of funding opportunities, risk assessment, etc.

D4. Establish performance metrics including economic and community impact. Create or utilize a report dashboard to regularly update Administrator, Executive leadership and other stakeholders.

D5. Compose policy papers and regular status updates on Bureau programming activities for the Administrator and Executive leadership; information may be used to brief the Governor’s office on agency resource planning, program outcomes/successes/metrics, etc.
D6. Make recommendations for legislative or administrative rule changes to accomplish major policy initiatives.

D7. Provide support for other programs or projects as requested (e.g., rural development research – dairy pricing downturns, alternative business methods or product development opportunities, etc).

**KNOWLEDGE/SKILLS**

- Extensive knowledge of farm and agricultural business management practices.
- Extensive knowledge of and skills related to program planning and management. This includes analytical methods, work planning, and evaluation techniques to ensure quality and effectiveness of assigned programs.
- Extensive knowledge of and skills related to project management.
- Extensive knowledge of business development practices, programs and policies.
- Considerable knowledge of agricultural business and community economic development strategies and factors (e.g., identification of target markets, investment opportunities in the state, financial risk assessments, etc.).
- Grants experience related to research, procurement, management and reporting.
- Knowledge of strategic planning, including short and long-range planning.
- Knowledge and skill related to policy analysis, development, and implementation.
- Strong analytical and problem resolution skills.
- Knowledge of public and private agencies, especially in the area of farm and agricultural business development.
- Thorough knowledge of supervisory and personnel management practices (e.g., hiring, discipline, grievance, performance evaluation, training, etc.)
- Considerable knowledge of resource allocation (e.g., staffing needs, equipment, monetary resources, etc.) to meet program needs and objectives.
- Knowledge of budget development and management, including biennial and operating budgets.
- Knowledge of the enabling legislation, administrative rules, policies, and standards used to administer the division’s programs.
- Knowledge of education and outreach methodology.
- Effective oral and written communication skills, including effective report writing, public speaking skills and interpersonal communications.
- Strong interpersonal skills, including the ability to work with people having varying interests and points of view.
- Working knowledge of information technology applications, systems and trends for use in division program areas.

**SPECIAL REQUIREMENTS:** 1) Travel within the State of Wisconsin; 2) Possession of, or ability to obtain, a valid driver’s license or the ability to provide one’s own transportation for work purposes.