

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: AGRICULTURE SPECIALIST V –  
Farm Crops

SALARY GROUP: A17

DEPARTMENT: Agribusiness, Land and Minerals

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY:     Matt Demny     DATE:     09/06/2016    

POSITION #:     023061    

**I. JOB SUMMARY**

Performs advanced agricultural work. Work involves overseeing field crop operations and planning agricultural activities to meet production goals and schedules; and assigning and supervising the work of others. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Plans and coordinates farm crops program operations; coordinates and organizes all edible and field crops activities; establishes and coordinates time management schedules for edible and field crops employees and offenders; and ensures efficient use of offender labor and employee time resources.
- B. Inspects farm crop operations, reviews reports, and approves requisitions for supplies and equipment; and advises management of production output, problems, and losses and prepares related reports.
- C. Assigns and supervises the work of others; and develops and implements training programs for employees and offenders in edible and field crop operations.
- D. Maintains security of tools, machinery, and equipment; responds to emergency situations; searches for escaped offenders; transports assigned offenders; and performs various correctional and custodial support functions.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Agriculture, Agribusiness, or a related field preferred. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. One year full-time, wage-earning experience in a crops agriculture program.
3. Experience in the supervision of employees preferred.

Must have or be able to obtain a Texas Department of Agriculture Non-commercial Pesticide Applicator's License within six months of employment date.

Must maintain valid license(s) for continued employment in position.

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

**B. Knowledge and Skills**

1. Knowledge of farm crops production and management methods, procedures, and techniques including crop rotation, fertilization, herbicides, and pesticides.
2. Knowledge of plant disease control methods.
3. Knowledge of accounting techniques for efficient inventory control of production, supplies, and equipment.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill in the operation and maintenance of agricultural equipment.
6. Skill to plan, coordinate, organize, and direct crop production.

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7. Skill to manage the use of farm equipment and supplies.
8. Skill to evaluate farm operations and recommend improvements.
9. Skill to communicate ideas and instructions clearly and concisely.
10. Skill to interpret and apply rules, regulations, policies, and procedures.
11. Skill in problem-solving techniques.
12. Skill to prepare and maintain complex records and files in an automated system.
13. Skill in the construction of agricultural structures to include fencing, sheds, and storage facilities.
14. Skill to assign and supervise the work of others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working outside and inside, excessive heat, excessive cold, excessive humidity, excessive dampness and chill, dry atmosphere, fumes, smoke or gases, dust, grease and oils, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, tractors, trailers, hand tools, various farm equipment and implements, dolly, telephone, and automobile.