



ANNOUNCEMENT OF POSITION AVAILABILITY



TITLE: Division Director **REQUISITION #** 2009011518

EMPLOYER: New Mexico Department of Agriculture (NMDA) Marketing and Development Division **REPLY TO:** New Mexico Department of Agriculture Human Resources, MSC 3189 P. O. Box 30005 Las Cruces, NM 88003-8005

EFFECTIVE DATE: As soon as possible after closing

SALARY: Commensurate with qualifications and experience **TELEPHONE:** (575) 646-7523 or (575) 646-3007

POSITION LOCATION: Las Cruces, with statewide, national, and International travel. **DEADLINE FOR APPLYING:** Review of applications will Begin November 15, 2009, and continue until filled

REQUIRED QUALIFICATIONS: A master's degree in a related field from an accredited university and more than seven years experience in one or more of the following: marketing, food service, sales, product development, or related field. Experience with the livestock and agricultural sectors in New Mexico and the United States; regulated industries; principles and practices of organization and administration; principles of supervision, training, and performance evaluation. Skilled in short and long-range planning; problem analysis and resolution; report preparation and presentation; public contact and relations. Ability to direct, evaluate, train, and supervise the work of assigned personnel; communicate effectively in written and oral form; maintain accurate and orderly records; develop and maintain effective working relationships; use independent judgment and initiative; analyze and evaluate information.

RESPONSIBILITIES: Under the leadership of the Director/Secretary of Agriculture, the Marketing Division Director will provide leadership, direct and manage a multi-program marketing division that involves local, state, national, and international industries and consumers. Key duties and responsibilities include but are not limited to:

- Administer, direct, delegate, and evaluate work of assigned staff.
- Manage and administer allocated awarded funds properly and efficiently.
- Prepare and administer grant and contract applications in a timely manner.
- Recommend priorities for development or commitment of federal, state, or private programmatic and financial resources.
- Conduct evaluation of program effectiveness and development of program; train and supervise subordinate office and field staff.
- Ability to create partnerships with domestic and international entities to maximize opportunities for New Mexico products and services.

CONDITIONS OF EMPLOYMENT: Defensive driving training required within three months after employment. Driving record subject to investigation. Eligibility to obtain passport required.

APPLICATION REQUIREMENTS: A complete application consists of the NMDA application form, a letter of application (1-2 pages maximum addressing why applicant is interested in the position, special skills, and experience), personal resume including references, and college transcripts. All materials must be received no later than the close of business on the deadline date above.

BENEFITS OFFERED: Group medical, dental, and hospital insurance; group life insurance; sick leave; annual leave; worker's compensation; unemployment compensation; and state education retirement. Opportunity for educational advancement.

All offers of employment, oral and written, are contingent on the university's verification of credentials, individual's eligibility for employment in the United States and other information required by federal law, state law, and NMSU policies/procedures, and may include the completion of a criminal history check.