



DUTCHESS COUNTY CLASS SPECIFICATION

AGRICULTURAL NAVIGATOR

DATE ADOPTED: 7/18/2024

LAST REVISION: 1/30/2025

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

The individual in this title will be the primary point of contact for agricultural inquiries within Dutchess County. Collaborating closely with the agricultural community, the incumbent works to resolve both site-specific and regional issues concerning agriculture. They will work to facilitate the development of solutions to the needs and concerns of the agriculture community. Work is performed under the general supervision of a higher-level employee with considerable leeway allowed in carrying out work assignments. Travel during a workday is required. Assignments outside of normal working hours will be received. Supervision is not normally a function of the position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Works with Dutchess County Soil and Water Conservation District (SWCD), Dutchess County Real Property Tax Service Agency, and the NYS Office of Real Property Tax Service to develop ongoing training for all assessors;
2. Support and help facilitate the development and implementation of program trainings;
3. Works with the NYS Department of Agriculture and Markets, and other appropriate resources to educate municipalities on non-farm friendly regulations and how to revise/remove them;
4. Assists Planners in their review of referrals with agriculture-specific issues/questions;
5. Prepares, implements, and updates strategic plans for agricultural economic development and assists in the preparation of agricultural-related grants;
6. Conducts on-site field studies and meet with individual farmers and property owners to address agricultural issues and concerns, recommend site-specific solutions, and assists in identifying resources for feasibility studies and business planning;
7. Works with individuals, agricultural entrepreneurs, and entities interested in establishing new agricultural enterprises and improving the viability of existing operations in Dutchess County;
8. Works with Economic Development groups to promote support for agri-business;
9. Attends meetings, supports, and serves as a resource for the Agricultural and Farmland Protection Board (AFPB) and its Education sub-committee to promote the county's goals regarding farmland preservation;
10. Oversee the department tasks related to issues and matters related to the Agriculture District Certification Process;
11. Assists the Right-to-Farm Dispute Resolution Committee as necessary;
12. Maintains and updates agriculture information on the Planning Department website;
13. Assists with the implantation of the Partnership for Manageable Growth (PMG) program, including the implementation of individual PMG projects, as well as the Agricultural and Farmland Protection Plan;
14. Conducts on-site field studies and meet with individual farmers and property owners to address agricultural issues and concerns and recommend site-specific solutions;
15. Provides information to the public via email, the web, telephone, or in person.



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Page 2 of 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the purposes, principles, and terminology employed in agriculture; thorough knowledge of NYS Agricultural Law, and existing agricultural resources; knowledge of state programs including available grants, loans, insurance, etc., related to agriculture; knowledge of local land use laws and permitting procedures applicable to the agricultural industry; knowledge of research methods and techniques; ability to understand complex oral and written directions; ability to independently complete projects; ability to communicate effectively both orally and in writing; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master’s Degree in Agriculture, Economics, Marketing, Public Policy, Business Administration or a related field and two (2) years’ experience with public or private sector agriculture, agribusiness or the agriculture industry;
- OR: (B) Bachelor’s Degree in Agriculture, Economics, Marketing, Public Policy, Business Administration or a related field and three (3) years’ experience with public or private sector agriculture, agribusiness or the agricultural industry;
- OR: (C) Associate’s Degree in Agriculture, Economics, Marketing, Public Policy, Business Administration or a related field and five (5) years’ experience with public or private sector agriculture, agribusiness or the agricultural industry;
- OR: (D) An equivalent combination of education, training, and experience between the limits of (A), (B), and (C) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

COUNTY USE ONLY:

BARGAINING UNIT: CSEA	JURISDICTIONAL CLASSIFICATION: Competitive
GRADE: 16	FLSA Code: Exempt
REVISION HISTORY: 1/30/25	