

Class Concept

Agricultural Commodity Grading

This is supervisory and administrative work in assisting with the management of a large commodity grading program or managing a small statewide commodity grading program in the Marketing Division of the North Carolina Department of Agriculture and Consumer Services. Employees supervise and direct commodity grading program activities, ensure quality control within their section, recruit and train permanent employees and a large staff of seasonal graders, ensure that subordinates are properly licensed by the United State Department of Agriculture (USDA) and are thoroughly knowledgeable of the rules and regulations governing the commodities graded, and ensure that demands for services are met by adjusting the work station personnel as necessary. Employees participate in the billing and collection of fees for services rendered, and closely monitor payroll and expenditures. Work also includes performing or assisting with public relations and education, and all aspects of program planning and administration. Work may include other duties as assigned.

Commodity Distribution

This is supervisory work assisting in directing the State's commodity distribution program. Employee assists in developing a state plan of operation necessary to properly requisition, store, transport, distribute, and use commodity products donated by the Federal Government. Duties include the planning, assigning, and reviewing the work of commodity distribution representatives and office staff, and for training and supervising all state and county field personnel. Work may include other duties as assigned.

Recruitment Standards

Knowledge, Skills, and Abilities:

Agricultural Commodity Grading

- Thorough knowledge of the USDA standards, principles, and procedures for grading agricultural commodities in the area of assignment.
- Thorough knowledge of processing procedures and sanitation standards as applied to the determination of grade.
- Considerable knowledge of equipment calibration, maintenance and use in the area of assignment.
- Considerable knowledge of the packing and shipping requirements of the various contractors and receivers.
- Ability to plan for, and coordinate staff to meet changing market demands.
- Ability to plan, direct, and coordinate agricultural commodity graders and office staff.
- Ability to conduct quality control tests to ensure quality and uniformity in grading procedures.
- Ability to establish and maintain effective working relationships with industry officials, growers, producers, graders, and the general public.
- Ability to complete required forms, records, and reports.

Commodity Distribution

- Considerable knowledge of modern methods of large-scale distributing, warehousing, and transporting of perishable and non-perishable foods.
- Considerable knowledge of the policies, procedures, and history of the Federal and State commodity distribution program.
- General knowledge of the operations and functions of all levels of State educational, institutional, and welfare organizations.
- Ability to assist in planning and directing a statewide commodity distribution program following Federal and State policies and regulations.
- Ability to establish and maintain effective working relationships with school and institution officials, Federal and State food distribution representatives, subordinates, and the general public.
- Ability to plan and supervise the work of a staff in this area.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.

Minimum Education and Experience:

Agricultural Commodity Grading

Associate's degree in an agricultural related curriculum from an appropriately accredited institution and four years of experience grading in the area of assignment including one year of supervisory experience; or high school or General Educational Development diploma and five years of closely related experience including four years of experience grading in the area of assignment and including one year of supervisory experience; or an equivalent combination of education and experience.

Necessary Special Qualification:

Licensure by USDA for commodities graded; possession of a valid state driver's license. In the area of commodity distribution.

Commodity Distribution

Bachelor's degree from an appropriately accredited institution preferably in agricultural economics or business administration and three years of administrative experience in commodity distribution or large scale warehousing operations; or an equivalent combination of education and experience.