

State of Minnesota POSITION DESCRIPTION A		Employee's Name: John Murray	
Agency/Department: Minnesota State Colleges and Universities		Unit: Academic and Student Affairs	
Classification Title: System Director for Agriculture and Small Business Program Coordination	Working Title: (if different) State Director - Management and Agriculture Programs		Position Control Number: 640430
Prepared By: Deena Allen,	Previous Incumbent: John Murray	Appraisal Period From: To:	
Employee's Signature: (this position description accurately reflects my current job)	Date:	Supervisor's Signature: (this position description reflects the employee's current job) Date:	
POSITION PURPOSE: <p>This position's purpose is to provide strategic and operational leadership, direction, coordination, and oversight to support system college and university agriculture and small business management programs, initiatives, and relationships to meet the needs of the business and agriculture communities, the needs of employed workers and adults preparing to enter the agriculture and business employment markets, and high school students preparing to transition from high school to post secondary education in related fields. This position serves as the primary liaison between the system and external agencies and organizations including state and federal agencies, professional organizations, and industries for the purpose of addressing how the Minnesota State Colleges and Universities system can meet the agriculture and small business training and educational needs of the state as well as the primary liaison between the system's institutional presidents, academic administrators, and faculty for purposes of planning, coordination, implementation and assessment of the programs and initiatives for which this position is responsible. To address the major liaison functions, the position must implement comprehensive, effective communication strategies with all identified constituent groups. This position directs long and short range programmatic and fiscal planning, analyzes and develops legislation, analyzes and interprets the impact of changes in state and federal legislation on programs and services, directs and participates in committees and task forces of both system staff and external constituents, conducts fiscal and cost benefit analyses of program impact on the state's economy, directs educational research, prepares/directs the preparation and dissemination of narrative and statistical reports, directs and coordinates the development of faculty contract language for farm and small business management faculty, and makes presentations necessary to implement the functions of the position. This position also will research external funding opportunities, develop & expand business, community, and P-12 partnerships, promote rural economic development activities, and guide high school to post high transition initiatives to support high school students in continuing their education. The functions and responsibilities of this position cover all agriculture and small business management programs in the system including the specialized farm and small business management programs designed to meet the on-business site needs of farm and small business owners (including lamb and wool management, computerizing small business, specialty crops).</p>			
REPORTABILITY: <p>Reports to: Associate Vice Chancellor of Academic Resources, Minnesota State Colleges and Universities. Supervises: Administrative support staff and consulting staff Coordinates: Provides direct coordination and leadership for the five regional deans of management education located in System colleges.</p>			
DIMENSIONS: <p>Budget: - \$24,000 Annual Operating Budget. - Manages special initiative funds for management education programs, such as: legislative, industry, grants, and external funding sources. Currently responsible for \$500,000 annual legislative funds (\$1million for the 06-07 biennium) and \$193,000 annual appropriation for tuition subsidy for management program students.</p> <p>Clientele: This position works collaboratively with leadership and staff of the Office of the Chancellor and administrators and faculty of colleges and universities to develop, implement, and evaluate agriculture and small business management programs, rural economic development initiatives and high school to college transition initiatives. This position works extensively and collaboratively with the leadership of external agriculture and small business constituent organizations including the Minnesota Agricultural Education Leadership Council, the Minnesota Legislature, the Minnesota Department of Education, the Minnesota Department of Agriculture, the University of Minnesota Agriculture Program and Services staff, the Minnesota Department of Economic Security, the U.S. Department of Agriculture - Farm Service Agency, system and institutional industry advisory committees, state occupational and professional organizations, rural economic development organizations, and individual businesses and industries.</p>			

POSITION DESCRIPTION B

Employee's Name:

John Murray

s. No.	Principle Responsibilities, Tasks and Performance Indicators	Priority	% of Time	Discretion
		A	25%	A
1.	Provide system level strategic and operational leadership, direction, and coordination to support the effective, efficient, and coordinated delivery of Management Education Programs.			
a.	Provide leadership in establishment of system and college policies, procedures, program standards, facilities, equipment, curriculum and enrollment management systems.			
b.	Provide direction, oversight, and coordination for Regional Deans of Management Education who serve as the planning and implementation team for this set of specialized credit based programs for employed farm and small business owners.			
c.	Initiate, implement, and evaluate strategic and operational planning strategies.			
d.	Initiate, convene, direct, facilitate, and participate in system level committees/task forces designed to provide recommendations to the chancellor, senior vice chancellor, the associate vice chancellor and other OOC staff on issues addressing academic affairs, legislative initiatives, labor relations, and personnel issues.			
e.	Develop and implement a program review and evaluation process to address quality and efficiency.			
f.	Recommend language for faculty contracts to address the specialized delivery system of farm and small business management programs.			
g.	Consult with the Office of the Chancellor program approval staff regarding new and existing programs, review system level program mix, and initiate program recommendations.			
h.	Develop and implement a plan for continuous improvement of statewide curriculum and program practices including identifying and recommending resolution to faculty contract implementation issues..			
i.	Provide technical assistance to credential staff in the establishment or revision of college faculty minimum qualification standards, and assist in convening and facilitating task forces of industry, faculty and administrators to develop minimum qualifications for faculty credentialing standards for farm and small business management programs.			
j.	Provide leadership and direction related to public relations and outreach to agriculture and the small business communities.			
k.	Provide leadership and direction in developing legislative initiatives for management programs and respond to related legislative information requests.			
l.	Advocate for system policy and programs to legislators.			
m.	Analyze, interpret and initiate changes to state and federal laws and regulations and identify the impact of these changes on program and service delivery.			
n.	Conduct fiscal, budgetary and cost/benefit analysis studies of the impact of agriculture and small business programs on the state's economy.			
o.	Direct analysis of farm and agriculture data available through coordinated data base.			
p.	Develop and implement a system level communication program to improve the public relations and service expectations for constituent groups.			
q.	Provide consultation to college and university personnel and to the Office of the Chancellor CTL (Center for Teaching and Learning) staff in the planning, coordination and delivery of faculty development including the new teacher program designed for farm management faculty.			
r.	Develop and implement a comprehensive communication strategy to maintain effective communication and consultation with system administrators and faculty.			
s.	Provide oversight to assure that web site provides essential information and is maintained consistent with system parameters.			
t.	Prepare narrative and statistical reports, planning documents, briefing papers, and other documents.			
u.	Prepare correspondence including correspondence for the signature of chancellor, vice chancellors, and associate vice chancellors.			

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esp. No. Principle Responsibilities, Tasks and Performance Indicators

Priority

% of Time

Discretion

A

20%

A

2. Provide system leadership and coordination for agriculture related programs delivered at colleges and universities.

- a. Provide leadership, direction and coordination in design and implementation of state programs standards.
- b. Initiate, convene, direct, facilitate, and participate in system level committees/task forces designed to provide recommendations to the chancellor, senior vice chancellor, the associate vice chancellor and other OOC staff on issues addressing academic affairs, legislative initiatives, labor relations, and personnel issues.
- c. Analyze, interpret, and initiate changes to state and federal laws and regulations and identify the impact of these changes on program and service delivery.
- d. Provide leadership and direction for public relations events and materials in collaboration with OOC public relations staff.
- e. Provide technical assistance to credential staff in the establishment or revision of college faculty minimum qualification standards, and assist in convening and facilitating task forces of industry, faculty and administrators to develop minimum qualifications for faculty credentialing standards for farm and small business management programs.
- f. Consult with the Office of the Chancellor program staff regarding new and existing programs, review system program mix, and initiate new program recommendations.
- g. Develop & expand business, community and P-12 partnerships, and promote rural economic development activities,
- h. Provide leadership and coordination in the development of high school to post high transition initiatives for secondary students continuing on to agriculture and management programs.
- i. Plan, implement, and assess the effectiveness of special initiatives.
- j. Provide oversight to assure that web site provides essential information and is maintained consistent with system parameters.
- k. Prepare narrative and statistical reports, planning documents, briefing papers, and other documents..
- l. Prepare correspondence including correspondence for the signature of chancellor, vice chancellors, and associate vice chancellors.

A

15%

A

3. Provide leadership for securing external funding to support agriculture and small business initiatives.

- a. Coordinate fund raising activities with the Minnesota State College and Universities Foundation staff.
- b. Serve as the system's primary contact to develop relationships with external entities to secure resources to support agriculture and small business programs, services, and initiatives..
- c. Coordinate with Office of the Chancellor staff for funding from organizations and federal agencies for program enhancement.
- d. Identify, publicize to institutions, and coordinate system-level grant writing and implementation opportunities.
- e. Analyze the leveraging capacity of system initiatives with external grant initiatives (e.g., private foundations, Perkins, Job Skills Partnership grants, etc).

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J. No.	Principle Responsibilities, Tasks and Performance Indicators	Priority	% of Time	Discretion
		A	20%	A
4.	Direct and coordinate initiatives, programs, and services designed to improve the transition of students between high school, college and universities within agriculture and management programs.			
	a. Provide system level leadership and direction in the design and implementation of programmatic career pathways.			
	b. Provide assistance and direction to college and university faculty and administrators and Office of the Chancellor personnel in the preparation and review of program application materials to assure appropriate design of programmatic career pathways.			
	c. Develop initiatives in concert with Minnesota Department of Education staff to support transitioning of agriculture students from high school to college and universities..			
	d. Provide direction to high schools, colleges, and universities in the use of dual enrollment, tech prep, middle college and other strategies to support high school to post high transition.			
		A	15%	A
5.	Provide leadership and coordination in economic development through external collaboration with Agriculture and the general Small Business community.			
	a. Initiate relationships with state and national Commodity Organizations to support program development and delivery , program enhancements, tuition support, fund raising, and collaborative efforts with key strategic agriculture organizations and agencies.			
	b. Establish, convene, and/or consult with national, state, regional and local task forces, advisory committees, accrediting agencies, professional/trade associations and governmental organizations, etc., initiated for the purpose of providing guidance in the operation and improvement of programs.			
	c. Initiate relationships with state and national Small business sector contacts and related agencies.			
	d. Work collaboratively with agriculture and business community, state and federal agencies, University of Minnesota and legislature so that positive relationships are maintained with the System.			
		A	5%	A
6.	Fulfill other responsibilities as requested by the Chancellor, Associate Vice Chancellor and Senior Vice Chancellor for Academic Affairs.			

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NATURE AND SCOPE (relationships; knowledge's, skills and abilities; problem solving and creativity; and freedom to act.)

RELATIONSHIPS

- A. This position communicates and interacts on a regular basis to influence, persuade, inform, plan, implement and evaluate services and functions. Effective relationships must exist between this position and all system staff and in particular the following system staff::
- Chancellor, Senior and Associate Vice Chancellors and other staff of the Office of the Chancellor,
 - Institutional presidents
 - College and university academic and student affairs staff,
 - Academic and Regional deans of management programs,
 - Budget and finance staff
 - Center for Teaching and Learning staff
 - Academic and Student Affairs Program Staff
 - College Faculty Credentialing Staff
 - Diversity staff
 - Student Affairs Staff
- B. This position serves and works with the following constituent group external to the system to influence, motivate, and exchange information:
- state and local industry program advisory committees;
 - Minnesota Agricultural Education Leadership Council;
 - Legislature;
 - Commodity Organizations;
 - USDA- Farm Service Agency;
 - Minnesota Department of Agriculture;
 - Minnesota Department of Employment and Economic Development;
 - Minnesota Department of Education,
 - University of Minnesota

EXPERIENCE ,KNOWLEDGE, SKILLS AND ABILITIES

The ideal candidate for this position must possess the following experience, knowledge, skills, and abilities.

FORMAL EDUCATION: Master's degree is essential; Ph.D preferred.

ESSENTIAL EXPERIENCE:

- Teaching experience in an area of agriculture, management, or a related career and technical field.
- Academic administrative experience in a college, system office or other higher education setting.
- Demonstrated successful experience planning, implementing and evaluating major educational initiatives
- Demonstrated successful experience working closely with business and industry in implementing educational programs
- Demonstrated successful experience in positions requiring simultaneous implementation of multiple projects and initiatives.

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ESSENTIAL KNOWLEDGE, SKILLS, and ABILITIES

- Exceptional written communication skills.
- Exceptional conceptual skills required to develop plans, reports, studies.
- Exceptional analytical, decision making and problem solving skills.
- Ability to formulate and initiate plans and direct their applications.
- Ability to operate in a high stress environment with multiple demands on time.
- Ability to create well designed written documents in short time frames.
- Ability to think creatively in solving problems
- Exceptional organizational and time management skills with attention to details.
- High degree of comfort and experience with the uses of technology for productivity.
- Knowledge of quality and productivity concepts and trends.
- Interpersonal and human relations skills to work effectively with individuals and groups.
- Ability to lead or serve as member of cross functional work teams
- Knowledge of purpose, structure, and history of career and technical education programs.

DESIRABLE EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of higher education assessment goals and methods.
- Experience with program approval criteria.
- Experience with grant writing and/or identifying funding sources.
- Experience with FFA-Future Farmers of America and/or other co-curricular career and technical education student organizations.
- Group facilitation skills.
- Knowledge and experience with college and university faculty contracts.
- Knowledge of high school agriculture and business programs.
- Knowledge of the characteristics of successful models for high school to college transition programs.

PROBLEM SOLVING AND CREATIVITY

The individual in this position must possess a high level of problem solving ability to effectively identify, plan, monitor and evaluate the various types of system and campus level issues that occur on a routine basis related to planning, delivery, and evaluation of management and agriculture programs, projects, and initiatives. The ability to manage complex and conflicting constituent goals and interests is essential. Management skills are necessary to solve the perpetual problems of delivering technical educational programs to meet the needs of students enrolled in management programs in an atypical academic environment.

Diplomacy and creativity in resolving complex educational issues is a critical characteristic which this individual must possess because of the many responsibilities and functions presented by close relationships with other higher education systems and institutions and external constituent groups.. The typical problems encountered by this position include the following: consistent policy and procedure interpretation, curriculum course restructuring, budgeting and financial issues related to high cost programs, planning and program evaluation.

FREEDOM TO ACT

This position has the freedom to execute assigned responsibilities for the management programs within the confines of policy and applicable state and federal law and System policies. This position reports on a regular basis both orally and in writing to the Associate Vice Chancellor for Academic Affairs.

Revised 8/3/06