



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

AGRICULTURAL IMPORT/EXPORT ADVISOR

Job Number: 20001589

Job Code: 82030V231016

Job Group: 8200 - ECONOMIC DEVELOPMENT

Job Established: 06/16/1982

Job Revised: 10/16/2023

Grade: 14 Salary (MIN - MID):

\$21,514-\$32,271 - Hourly

\$3,496.04-\$5,244.04 - 37.5 Hr. Monthly Salary

\$3,729.10-\$5,593.64 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs highly responsible administrative work involving the monitoring and regulating of foreign affairs which have a direct or indirect effect on Kentucky's agriculture industry, and/or the quality of foreign produced agriculture products sold to the Kentucky consumer. Provides technical assistance, along with independent analysis for the formulation of agency policy, and the determination of long-range public needs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in agriculture, international relations or one of the social sciences.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of management or administrative experience in international affairs, marketing, agriculture, or a related field.

Substitute EDUCATION for EXPERIENCE:

Graduate study in International Studies or a related field will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional management and/or administrative experience in international affairs, marketing, agriculture, or a related field will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages the Kentucky Proud Promotional Grant (POP) Program. Maintains and updates the Kentucky Proud Policies and Procedures Manual. Provide monthly updates on program expenditures. Reviews, edits, and compiles periodic reports for submission to the Kentucky Agricultural Development Board. Evaluates and monitors U.S. foreign trade policies established by the International Trade Association (ITA), the U.S. State Department, the U.S.D.A. and other trade associations. Disseminates information that relates to the Kentucky agriculture industry and/or imports into Kentucky throughout the Commonwealth. Monitors foreign agriculture goods sold in Kentucky for quality and quantity. Ensures such products are imported and sold under the regulations set forth by the agencies mentioned above. Keeps up to date statistics on foreign ownership of Kentucky agricultural land. Assists in drafting agency sponsored legislation. Assists in hosting tours of foreign dignitaries of Kentucky's agriculture industry. Responds to foreign correspondence and requests. Compiles statistical data on export trade and designs analytical means to measure the impact of export trade on Kentucky's economy. Conducts market research for Kentucky agricultural producers, agribusinesses, and industry associations upon request. Provides guidance to producers and companies on documentation required for exporting agricultural products, including but not limited to Certificates of Free Sale and phytosanitary certificates. Works with the Southern United States Trade Association (SUSTA), the Hardwood States Export Group (HSEG), and the American Hardwood Export Council (AHEC), and other state Departments of Agriculture to create opportunities for Kentucky agricultural companies to export their products through trade missions (both domestic and overseas), trade shows (both domestic and overseas), and educational seminars. Recruits Kentucky companies to participate in these activities. These activities are funded with Market Access Program (MAP) funds through the USDA's Foreign Agricultural Service (FAS). Some overseas travel is required to manage these activities.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with the public. Travel will be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.