



Town of Southwest Ranches Job Description

Title: **Agricultural Liaison**
Department: Parks, Recreation, and Open Space (PROS)
FLSA Status: Part Time, Non-Exempt
Reports to: Parks, Recreation, and Forestry Director

General Description:

Under the general direction of the Parks, Recreation, and Forestry Director, shall act as a dedicated workforce to assist the Town in preserving its agricultural and rural lifestyle, providing for increased levels of service toward the goal of working to resist overdevelopment while preserving, promoting and protecting equine and agricultural endeavors in their many forms throughout the Town.

Works in conjunction with the Broward County Property Appraiser's office, monitors legislature and legislative changes within State Statutes and codes, performs in the capacity of an ombudsman to ensure accessibility for residents to provisions of the right to farm act and rural and agricultural pursuits.

Essential Functions:

1. Respond to residents' need for agricultural support in various ways. Work functions are primarily administrative but may also include property visits or tasks in the field.
2. Assists in the creation of proclamations and resolutions for Council's approval to declare the goals of preserving, supporting, and promoting residents' agricultural properties and endeavors.
3. Assists with development and promotion of agricultural public outreach through newsletter and social media.
4. Creates and maintains registries of agricultural properties.
5. Creates and maintains a registry of veterinarians.
6. Creates and maintains a registry of heavy equipment vendors.
7. Creates and maintains a registry of outside service agencies.
8. Acts as a resource to connect agricultural properties to the services that are offered by County, State, and Federal agencies.
9. Ensures ready accessibility of available agricultural education programs.
10. Supports emergency management functions for agricultural community under the direction of the Parks, Recreation, and Forestry Director.
11. Answers requests via telephone and in person, greets and assists visitors and staff to provide information and responses to inquiries.
12. Gathers and prepares data; assists with the preparation of studies, reports, articles, and other documents.
13. Performs as staff liaison to an Agricultural Advisory Board, if created.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.)



Town of Southwest Ranches Job Description

Minimum Qualifications:

A. Education and Experience:

Associate's degree from an accredited college or university with a major in Recreation, Leisure Management, or related field and one (1) year of related experience

-or-

High School diploma or GED and three (3) years of related experience.

Any equivalent combination of experience and training that provides the required knowledge, skills and abilities may be considered.

B. Certifications:

ICS certifications in accordance with National Incident Management System (NIMS). (within one (1) year of hire date).

Must possess a current class E Florida Driver License

C. Knowledge, Abilities, and Skills:

- Knowledge of Best Management Practices for Horse Owners and other agricultural properties.
- Computing skills using Microsoft Office and other department software.
- Ability to understand and follow complex oral and written directions.
- Ability to clearly and effectively transmit written and oral instructions.
- Ability to communicate effectively, verbally and in writing.
- Ability to prepare and maintain logs, records, and reports.
- Ability to meet varying work schedules.
- Ability to deal with competing priorities and varied responsibilities.
- Knowledge of occupational hazards and safety precautions of the work.
- Ability to perform work, occasionally outdoors under varying environmental and weather conditions, as required.
- Ability to safely operate Town-issued motorized vehicles.
- Ability to establish and maintain effective working relationships with supervisors, other employees, the general public, Town officials, and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation.
- Ability to serve the public and fellow employees with honesty and integrity in accordance with the Town's Ethics and Conflict of Interest policies.

Essential Physical Skills:

Must have sufficient ability to perform physical tasks, if required, such as lifting, kneeling, bending, reaching and climbing steps or ladders.



Town of Southwest Ranches Job Description

Essential Sensory Skills:

- The ability to perceive and differentiate visual cues or signals.
- The ability to communicate orally and in writing.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through personal contact, the use of the telephone and/or other Town-issued technology devices.
- The ability to adapt to frequent changes in workload and to adjust priorities quickly as circumstances dictate while completing tasks within established time frames.
- Interaction with employees from all Town departments and the public.

Environmental Conditions:

- Tasks are performed in various environments including in the office and occasionally in the field at various locations within the Town.
- Shifts and work hours may vary and may include evenings, weekends, and holidays.
- Tasks may be performed outdoors with potential exposure to varying temperatures, inclement weather, and/or other adverse conditions.
- Tasks are occasionally performed at locations with exposure over, in and around water, which may not be accessible to the physically handicapped.
- Some duties may require exposure to conditions including but not limited to environmental conditions, exposure to irritants/discomfort from dust, fumes, oils, and solvents.

Key Competencies:

Integrity, initiative, judgment, attention to detail, interpersonal skills, communication (oral and written). Work is performed under supervision of the Parks, Recreation, and Forestry Director and is reviewed through reports, periodic internal and external audits, conferences, and an annual performance appraisal review.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)

Employee Signature and Date:

I, _____, Acknowledge Review of This Job Description.
(Employee's Name - PRINT Name)

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____