

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. DEPSPL2

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency AGRICULTURE AND RURAL DVLPMNT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Agriculture Development Bureau
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Food and Agriculture Business Development Division
5. Working Title (What the agency calls the position) Farm to Family Community Engagement Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor LIBERTI, CHEYENNE V; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor THRONE, HEATHER L; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 525 W Allegan St, Lansing, MI 48933 / Monday - Friday, 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

This position serves as the statewide specialist that leads engagement and relationship-building efforts with communities across Michigan, to understand food system needs and opportunities that align with Farm to Family Program priorities. The Community Engagement Specialist manages program-related site visits, events, and sponsorships by developing partnerships, budgets, promotional materials, and evaluation tools. This position identifies and tracks public engagement opportunities and maintains outreach materials and resources that will be distributed by Farm to Family Program staff. In collaboration with the Farm to Family Program Coordinator, the Community Engagement Specialist designs and administers grant opportunities that are responsive to feedback collected during ongoing outreach activities. The position also serves as a departmental point person for managing partnerships, developing programming, and creating resources related to urban agriculture. This role does require experience in public speaking and facilitation, both in-person and virtually.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Function as the statewide specialist responsible for leading engagement and relationship-building efforts with communities across Michigan, to understand food system needs and opportunities that align with Farm to Family Program priorities. Manage event planning, partnerships, and constituent feedback to inform annual program priorities.

Individual tasks related to the duty:

- Function as the statewide Farm to Family Community Engagement Specialist, coordinating and leading complex site visits and events hosted, co-hosted, or sponsored by MDARD, including annual regional listening sessions. Engage with stakeholders to identify program needs and objectives, formulate event scopes, and develop detailed project plans with defined tasks, timelines, and resource allocations.
- Develop and implement procedures and policies that are the foundation of community engagement activities for the Farm to Family Program.
- Consult with peers in state government to expand outreach efforts to stakeholders of other MDARD programs, such as the Regenerative Agriculture Program, the Economic Development team, and the Produce Safety team. Externally, this position develops partnerships to design community engagement events and outreach resources. Partners may include MSU Extension, Small Business Development Centers, the Michigan Food Hub Network, and more.
- Serve as primary access point for department stakeholders to share their ideas and concerns related to social, economic, political, operational, and organizational factors that impact Michigan's food and agriculture industry.
- Draft budgets for events, working closely with the Program Manager and financial management colleagues. Track expenditures and make regular revisions and projections based on actuals and other updated information.
- Coordinate work with various vendors including co-hosts, partners, and other service providers such as caterers, decorators, audiovisual teams, and venues, employing a hands-on approach to successful event planning.
- Lead the promotion of events, developing communication materials and utilizing online or other promotional strategies to facilitate state-wide access and participation.
- During an event, oversee all operations, ensuring that the event flows smoothly, troubleshooting any issues, and addressing any unexpected challenges. Stay flexible during the event and implement quick fixes in case issues arise.
- Keep partners, colleagues, vendors, and attendees informed about event details and changes. Stay organized and have a well-managed communication system.
- Plan and implement evaluation tools to assess the effectiveness of outreach activities and outline goals for future efforts.
- Collect feedback from stakeholders and synthesize that information into key takeaways that guide the program's strategic direction on an annual basis.
- Develop and maintain comprehensive community contact directories for quick accessibility and accuracy.
- Research, collect, and analyze outreach data necessary to report on goals and services.
- Manage post-event communication to steward connections with individual event participants and regional partners.
- Maintain a working knowledge of key issues impacting Michigan's food and agriculture industry on an ongoing basis, to effectively engage relevant community stakeholders and respond to their feedback.

Duty 2

General Summary:

Percentage: 20

Manage partnerships, propose programming, and develop resources related to urban agriculture.

Individual tasks related to the duty:

- Develop relationships and foster new partnerships with urban agriculture contacts, including farmers, community leaders, conservation professionals, extension staff, and others.
- Coordinate with MDARD colleagues to conduct in-person and virtual workshops (trainings, field days, etc.) and build networks with urban and small farm communities.
- Plan and implement evaluation tools to assess the effectiveness of urban agriculture outreach activities and outline goals for future efforts.

Duty 3

General Summary:

Percentage: 20

Collaborate with the Farm to Family Program Coordinator to develop, evaluate, and administer the program's competitive grants in a way that is responsive to feedback collected during ongoing community engagement efforts. The grant applicants and projects are complex and require coordination among stakeholders' proposals, desires, needs, opportunities and program requirements & constraints.

Individual tasks related to the duty:

- Synthesize feedback collected during community engagement activities to inform design of future grant opportunities.
- Assist the Program Coordinator to develop and implement an outreach plan to promote upcoming grant opportunities.
- Assist the Program Coordinator to align grant guidelines with department, statewide, and federal laws, regulations, planning procedures policies, objectives, and priorities.
- Support the Program Coordinator in maintaining records and preparing correspondence related to grant applications and award decisions.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Other tasks as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Independent decisions include prioritizing workload on a day-to-day basis, establishing timelines for completing projects, tracking outreach initiatives, developing metrics, and reporting on outreach assessment and evaluation; administrative functions related to executing program events. Decisions will be informed by technical training, regulation, department procedures, community engagement, and consultation with direct supervisor.

Program staff and all statewide applicants, beneficiaries, and communities are affected by the decisions of this position.

17. Describe the types of decisions that require the supervisor's review.

Supervisor review is required when delivering information to the public, when engaging new initiatives or partners, when there is a potential impact on budget, staffing, or program success; when policies or procedures are unclear; or when unusual, or highly sensitive events or circumstances occur.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Job takes place both in office and in field. Person needs to sit, work at a computer, lift and carry materials and often stand for prolonged periods of time. Position requires statewide travel and occasional out of state travel.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position serves as the statewide specialist responsible for developing relationships through targeted community outreach and increasing public awareness of Farm to Family Program initiatives. This position identifies and tracks public outreach opportunities and develops and implements strategies to collect feedback on food system needs and opportunities. The position supports the design and evaluation of grant opportunities and serves as a point person for urban agriculture outreach and resource development. Travel throughout Michigan communities will be required.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

This is a new position.

25. What is the function of the work area and how does this position fit into that function?

The Farm to Family program is a new initiative at MDARD. The Farm to Family Program supports Michigan farmers and local food systems through grants, infrastructure development, and market expansion initiatives. This position is responsible for broad outreach to Michigan farmers, food businesses, institutions, and other supply chain partners for the purposes of raising awareness of our grants and collecting feedback from constituents.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Specialist 13

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Experience working with communities impacted by environmental justice issues, or communities historically excluded or underrepresented in government decision making processes, as well as problem solving and demonstrated experience with cultural humility.

Facilitation skills in a variety of settings.

Ability to administer multiple projects simultaneously.

Strong writing and communication skills.

Careful attention to detail.

Ability to communicate orally and effectively with others.

Strong customer service skills.

Ability to analyze and evaluate data.

Strong organizational skills and ability to plan and schedule projects.

Ability to manage heavy workload while adhering to tight deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS:

Driver's license preferred.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

QUINN BENSINGER

6/8/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date