

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. SCHDCSTE

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 EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description School District Consultant-E	10. Division Business, Health, and Library Services
5. Working Title (What the agency calls the position) Farm to Program Consultant	11. Section Office of Nutrition Services
6. Name and Position Code Description of Direct Supervisor VANDORN, BRYAN M; EDUCATION CONSLTNT MGR-5	12. Unit Nutrition Coordination
7. Name and Position Code Description of Second Level Supervisor HERMAN, SARA M; STATE ADMINISTRATIVE MANAGER-2	13. Work Location (City and Address)/Hours of Work 608 W. Allegan St. Lansing, MI. / Monday - Friday, 8 AM - 5 PM

14. General Summary of Function/Purpose of Position

The Farm to Program Consultant position performs a range of professional school district consultant assignments specific to farm to program activities and supporting the use of Michigan agricultural products in all child nutrition programs. The employee has the responsibility to consult, advise, train, and provide customer service to school boards, school administrators, all food service personnel, and interest groups concerning the administration and operation of the Farm to Program opportunities. The position assists with outreach, sourcing, training, computer based-application development, technical assistance, and monitoring as well as coordination with other local purchasing partners.

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: 55

Provide consultation, oversight, and technical assistance to a variety of stakeholders on both the supply and demand side of Farm to Program activities in Michigan to facilitate greater engagement and connection with the local farms/vendors and all potential pathways for engagement with schools and other institutions.

Individual tasks related to the duty:

- Consult and advise on capacity building and coordination of local food procurement in child nutrition programs.
- Lead the development and interpretation of program policies specific Farm to Program activities in Michigan.
- Provide consultation and assess program monitoring efforts in conjunction with Child Nutrition Program analysts as needed.
- Research and interpret policies and practices to improve engagement in Farm to Program activities to the benefit of various stakeholders.
- Research and oversee ongoing operations and recommend modifications of policies and procedures.
- Support Farm to Program and local purchasing system development and testing.
- Provide responses to telephone inquiries, written correspondence, and emails requesting clarification of state policies, procedures, and requirements regarding local food systems work.
- Collaborate and consult with financial management staff to build sub grant agreement for partners and support local food systems reimbursements.
- Act as liaison for communications, task coordination, and project management with outside partners.
- Work to bolster the network of local farms participating in direct sales to child nutrition program providers through a wide array of activities including technical assistance to both farms and child nutrition sponsors.
- Coordinate and oversee a Farm to Program Vendor guide.
- Oversee Michigan local food labeling procedures, including providing technical assistance to retail outlets and vendors.
- Consult with stakeholders to increase farm to program participation in non-school sponsors such as Child and Adult Food Care Program (CACFP) and Summer Food Service Program (SFSP) sponsors. This requires specialized attention to the different sourcing and procurement needs of these entities.

Duty 2

General Summary:

Percentage: 20

Provide training and technical assistance for local producers and program operators conducting farm to school activities; Provide outreach to local producers or participating institutions not engaged in farm to program activities.

Individual tasks related to the duty:

- Conduct USDA Producer Training
- Develop, deliver, and evaluate program training such as key overview and technical assistance presentations, webinars, podcasts, and conference workshop sessions utilizing appropriate plain language and adult learning techniques
- Develops recommendations for improved training opportunities, including how to expand the messages of local food systems work at various conferences.
- Aligns the training messages of Farm to program goals to the MDE Top 10 in 10 goals and strategies.
- Develop and distribute outreach materials to enhance program participation. Outreach materials may include newsletters, websites, or Farm to Program guides.
- Participate in partner training and outreach opportunities.
- Collaborate with partner organizations and stakeholder groups for the promotion and expansion of Farm to Program participation statewide.

Duty 3

General Summary:

Percentage: 20

Analyze available longitudinal data along with program participation data to assess the impact of Farm to Program activities on both farms and programs. Conduct and analyze regular reporting on grantee participation along and provide direct follow-up and technical assistance as needed.

Individual tasks related to the duty:

- Prepare reports, analyze, and evaluate records associated with program management, and make recommendations for program improvement.
- Work with Office of Nutrition Services (ONS) Data Specialist to develop ad hoc reports to meet program requirements and grant/program initiatives
- Coordinate USDA Farm to School Census data collection
- Use Farm to School Census data to identify primary barriers and inform priorities of the Michigan Farm to Program team
- Use program participation data to assess the growth of farm to program participation by all participants, including non-school sponsors as well as sponsors in harder to reach rural areas

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Other Special Projects as assigned.
- Perform miscellaneous administrative tasks, as required.
- Other duties to be determined.
- Maintain records, prepare reports, and correspondence related to work.

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

Decisions are based on existing regulations, policies, and procedures. This position makes decisions by applying compliance to regulations, developing, and implementing trainings as need is identified, and independently works with partners to develop reports and other outreach products as needed to continue to grow and improve the Farm to Program efforts.

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

- Policy decisions in potential conflict with existing legislation.
- Decisions involving political or budgetary issues.
- Issues in conflict with established department rules and regulations.
- Decisions requiring management input or approval due to the specific content of subject matter.

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.

Typical office environment. A great deal of time is spent working at a computer. Lifting and carrying training materials is required during conferences and workshops. Travel, including overnight stays within the state as well as out of state, is required. Travel is reimbursed per State of Michigan instruction. State of Michigan vehicles can be used for business purposes only. Travel schedules are determined by employee in conjunction with their supervisor.

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?

The Farm to Program Consultant position performs a range of professional school district consultant assignments specific to farm to program activities and supporting the use of Michigan agricultural products in all child nutrition programs. The employee has the responsibility to consult, advise, train, and provide customer service to school boards, school administrators, all food service personnel, and interest groups concerning the administration and operation of the Farm to Program opportunities. The position assists with outreach, sourcing, training, computer based-application development, technical assistance, and monitoring as well as coordination with other local purchasing partners.

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

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

The Office of Nutrition Services is responsible for the administration of several United States Department of Agriculture (USDA) Child Nutrition Programs (Farm to Program, National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, Summer Food Service Program, and USDA Commodity Programs) as well as special grants awarded on a competitive basis. This position is primarily responsible for providing consultative services as described in box 15 to school boards, school administrators, all food service personnel, and interest groups concerning the administration and operation of the Farm to Program opportunities. The major functions, specific for each of the listed Programs, include program outreach, development, application processing, sponsor training, customer service, contract approval, and regulatory reviews. In addition to Child Nutrition Program administration, the work area also currently administers a variety of Federal and State grant awards. Each grant award requires application and budget development, implementation, and reporting. Additionally, the work area is required to participate in frequent state and federal program audits and management evaluations.

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

EDUCATION:

Possession of a master's degree in education or a field related to education program administration (non-academic).

EXPERIENCE:

School District Consultant 11

No specific type or amount is required.

School District Consultant 12

One year of post-master's, professional experience in school program management in a consultative capacity or administrative experience in school program management equivalent to a School District Consultant 11.

School District Consultant P13

Two years of post-master's, professional experience in school program management in a consultative capacity or administrative experience in school program management, including one year equivalent to a School District Consultant 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles of school management.

Knowledge of the problems associated with managing a school district.

Knowledge of the laws and regulations related to the assigned program.

Knowledge of the relationship between school administrators and the community.

Ability to assess the needs of a school district and make recommendations accordingly.

Ability to provide leadership in the field of management to boards of education and school administrators.

Ability to interpret legislation, and to determine compliance with the laws, regulations, and rules relating to the assigned program.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

NA.

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.

NA.

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

D. CLARK

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