

POSTING DATE: DECEMBER 3, 2009

CLOSING DATE: OPEN UNTIL FILLED

MISSOURI DEPARTMENT OF AGRICULTURE JOB ANNOUNCEMENT

Agriculture Manager Grain Inspection & Warehousing Division Grain Inspection Services Program

Salary: Commensurate with Experience
Full-time Benefited Position

DEFINITION:

This is administrative and management work in the direction, planning, analysis and coordination of the Grain Inspection Service of the Missouri Department of Agriculture. This is a broad-banded management position responsible for directing or assisting in the overall planning, direction and coordination of the Grain Inspection Service. This position has program management and decision making authority and has policy, planning, budget and supervisory responsibilities. Direction is received from a designated administrative superior who reviews work through conferences, reports and evaluation of operational results; however, the incumbent is expected to exercise considerable initiative and judgment in planning and carrying out assignments.

EXAMPLES OF WORK:

Directs or assists in the overall planning, development and administration of the Missouri Grain Inspection Service, and administers all criteria found in the program's Quality Management Plan. Responsible for all program budgets, reviews, reports, compliance and accreditation. Develops and monitors training programs in official grain-grading, sampling, specialized testing techniques and safety procedures. Serves as liaison to federal grain inspection agencies. Provides administrative supervision, support and advice to service point managers and program management on grain inspection regulations. Selects, trains, directs and evaluates staff in area of assigned responsibility. Negotiates and administers contracts, grants, and cooperative agreements with federal, state, local, and community organizations. Performs other related work as assigned.

EXAMPLES OF KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the objectives, principles, practices, terminology and functions related to an official grain inspection agency. Considerable knowledge of state and federal statutes, regulations and policies affecting the agricultural industry; governmental budgeting, fiscal management, grants and contract management; managerial techniques and administrative practices. Knowledge of federal and state laws, rules, regulations, policies as related to the assigned program. Ability to communicate effectively. Ability to provide leadership and supervision to professional, technical and related program staff. Ability to develop short and long-range plans that meet established objectives and contribute to the overall goals and mission of the Department.

SPECIFIC EXPERIENCE AND EDUCATION QUALIFICATIONS:

Prefer two years of prior experience as a Grain Inspector or working within an official grain inspection agency which included significant work in grain grading including or supplemented by two years of experience in one or more of the following areas of qualifying experience; **or** four years of experience in the grain industry and an extensive background in agriculture.

AREAS OF QUALIFYING EXPERIENCE:

1. Experience which involved substantial supervisory or management responsibility in a grain inspection service point or grain business.
2. Experience which involved conducting compliance reviews for an official grain inspection agency.

NECESSARY SPECIAL REQUIREMENTS:

Must have the ability to obtain United States Department of Agriculture/Federal Grain Inspection Services licenses to sample and grade grain and to perform technician functions and United States Department of Agriculture AMA license to sample processed grain commodities within established timeframes.

APPLICATION PROCESS:

If interested in being considered as an applicant for this position, you must submit a completed application, cover letter, current resume and copy of official transcripts to the address listed below. The [Missouri Department of Agriculture application](#) is available online or may be requested by contacting Human Resources at the telephone number or e-mail address listed below.

Missouri Department of Agriculture, Attn: Ag Manager/GIW, PO Box 630, Jefferson City, MO 65102-0630
Telephone: (573) 751-1199 Fax: (573) 522-5692 TT/TDD: (800) 735-2966

E-mail: HR@mda.mo.gov

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