SEED QUALITY LAB MANAGER
GRADE N

SCOPE OF WORK:

Work involves managing the seed quality laboratory testing services at the North Dakota State Seed Department (NDSSD).

DUTIES PERFORMED:

- Supervise staff; recruit and hire, provide training, conduct performance evaluations, determine staffing needs and schedules, and monitor test results.
- Establish and implement operational policies, procedures, and work instructions.
- Collaborate with other NDSSD program staff on seed testing matters and quality improvement processes.
- Cooperate with public and private seed industry partners and national testing organizations to develop, evaluate, and implement new test procedures and protocols.
- Conduct standard and non-standard tests on seed samples; explain tests and results to customers.
- Maintain seed testing equipment, herbarium, and storage facility.
- Review program budget, evaluate fee schedule, and propose new fees.
- Develop and write educational materials pertaining to seed testing and quality for journals and NDSSD website and publications; conduct workshops and seminars.
- Prepare and present reports.
- Represent NDSSD at meetings, conferences, trade shows, and on national committees.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in botany, plant science, or other closely related field, and four years of work experience performing related tests in a seed or plant laboratory. Must also be a Registered Seed Technologist or Certified Seed Analyst. A master's degree in a plant science related field may substitute for two years of the work experience requirement.

Eff. Date: 05/91
Reviewed: 03/98 - Rewritten in current format
Rev: 10/09 – Revised title, scope, duties, minimum qualifications, class evaluation factors, and grade.
Rev: 07/12 – Conversion to Hay System