



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 6405

FIELD SEED PROGRAM MANAGER

GRADE L

SCOPE OF WORK:

Work involves directing the staff and activities of the North Dakota State Seed Department (NDSSD) Regulatory or Certification Program, divisions of the Field Seed Program.

DUTIES PERFORMED:

- Develop and implement program goals and objectives congruent with the NDSSD Long Range Plan.
- Review and recommend changes to regulations, standards, policies, procedures, and ND Century Code and Administrative Code regarding seed regulatory and/or certification issues.
- Plan, organize, and manage the Division inspection process; hire, train, assign, monitor, evaluate, and supervise staff responsible for the inspection, certification, and enforcement components of the program; conduct complex inspections and/or investigations; determine compliance and/or enforcement action.
- Ensure compliance with state and federal seed laws, rules, regulations, standards, policies, and procedures for the NDSSD.
- Develop and implement educational and promotional programs relating to regulatory and/or certification issues.
- Provide information and interpretation to media, legislature, government agencies, industry groups, or the general public concerning laws, rules, regulations, standards, policies, and procedures.
- Represent the NDSSD at public meetings and functions at the state, national, and international levels relating to seed regulatory, certification, law, or legislative issues.
- Research and monitor industry trends and issues to develop and implement programs designed to meet the needs of agricultural and seed industries.
- Assist in the administration and operation of the Field Seed Program; provide input to the Field Seed budget and monitor Division expenditures; provide technical expertise in the development and implementation of manuals.
- Review, evaluate, and prepare reports and documents; approve and/or recommend final certification or regulatory actions.

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 and four years work experience in seed regulatory, seed marketing, seed certification, seed production or plant sciences programs that included management or supervisory work experience. An associate degree in an agricultural related field and two years of work experience as described above may substitute for the bachelor's degree requirement.

Eff. Date: 04/87

Rev: 07/91 – Rewritten; grade changed

Rev: 03/98 – Rewritten in current format

Rev: 07/06 – Revised title, scope, duties, and minimum qualifications