



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 6406

DIRECTOR OF FIELD SEED PROGRAMS

GRADE N

SCOPE OF WORK:

Work involves managing all certification, inspection, and promotional components of the field seed programs provided by the North Dakota State Seed Department. Programs are provided to seed producers, seed companies, and others in the seed and agriculture industries.

DUTIES PERFORMED:

- Plan, direct, monitor, and evaluate the activities of programs and staff involved with field and facility inspections and seed certification.
- Conduct long-range planning for the seed certification, inspection, and promotional programs.
- Review, develop, and implement seed certification standards and ensure compliance.
- Approve plants to condition certified seed.
- Provide information to seed producers and other interested parties on seed conditioning, seed production, and other related issues.
- Develop and implement promotional and educational programs relating to certified seed production and conditioning.
- Represent the North Dakota State Seed Department on matters relating to legislative and seed certification issues at local, state, national, and international levels.
- Provide budget recommendations to Seed Commissioner; monitor expenditures and revenues of assigned programs.
- Design, develop, implement, and enhance programs as needed to accommodate changes in agriculture and seed industries to ensure continued standards of quality and promote and enhance the North Dakota seed industry.

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

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and five years of work experience in seed production, agriculture research, or plant sciences. Two years of the work experience requirement must have included management, administrative, or supervisory work experience.

Eff. Date: 12/96

Rev: 08/00 – Revised/updated title, scope, duties, and minimum qualifications.

Reviewed grade and revised point factors

Rev: 07/12 – Conversion to Hay System