



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 6409

DIRECTOR, SEED DIAGNOSTIC LAB

GRADE N

SCOPE OF WORK:

Work involves directing the operation of diagnostic laboratory testing services at the North Dakota State Seed Department. This includes three major program areas: 1) disease testing program, 2) potato mini-tuber production program, and 3) genetic trait/event testing program.

DUTIES PERFORMED:

- Supervise staff and activities in the diagnostic laboratory and potato mini-tuber production operation.
- Develop, conduct, and determine seed disease tests required for certification and non-certification purposes.
- Research, develop, and design new disease and genetic trait laboratory tests.
- Develop, conduct, and determine tests for establishing variety identity and/or genetic purity of samples submitted by customers, field inspectors, and regulatory inspectors.
- Determine laboratory tests required for identity preserved (IP) and quality assurance (QA) programs; develop laboratory tests as needed.
- Consult with program directors for assistance in developing and increasing customer base.
- Market and expand laboratory testing services via development/placement of ads, contact with prospective customers, and attendance at trade/industry functions.
- Assist in field inspections to determine problem areas related to seed diseases and genetic testing; provide advice on problem areas.
- Communicate to growers regarding laboratory testing services and results.
- Represent the State Seed Department at scientific, training, and public meetings.
- Prepare and/or approve reports, research proposals, and technical papers.
- Plan and develop staff and equipment needs and expenditures for program areas; provide input to State Seed Department budget.

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 a biological science related field and four years of work experience conducting plant pathology research or performing diagnostic tests in a seed

or plant laboratory. A master's degree in a biological science related field may substitute for two years of the work experience requirement.

Eff. Date: 05/01

Rev: 07/12 – Conversion to Hay System