



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 6411

DIRECTOR OF POTATO PROGRAMS

GRADE N

SCOPE OF WORK:

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

DUTIES PERFORMED:

- Plan, direct, monitor, and evaluate activities of the programs and staff involved with potato field inspection, shipping point inspection, GHP/GAP audit services, potato testing, and associated certification programs.
- Conduct long-range planning for the potato certification, inspection, and promotional programs.
- Review, develop, and implement potato certification standards and ensure compliance with state, national, and international laws, rules, and regulations.
- Provide information to potato producers, processors, wholesalers, and other interested parties regarding production, sampling, inspection, certification, trade, shipping, and other related issues.
- Develop and implement promotional and educational programs related to potato seed certification issues.
- Represent the North Dakota State Seed Department on matters relating to legislative and potato certification issues at local, state, national, and international levels.
- Provide budget recommendations to the Seed Commissioner; monitor expenditures and revenues of assigned programs.
- Design, develop, implement, and enhance programs as needed to accommodate changes in agriculture and potato industries to ensure continued standards of quality and promote and enhance the North Dakota potato industry.

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 an agricultural, plant sciences, or closely related field, and five years of work experience in potato seed certification, inspection, or pathology areas that included management, administrative, or supervisory work experience.

Eff. Date: 12/01

Rev: 12/07 – Revised first duty statement and minimum qualifications

Rev: 07/12 – Conversion to Hay System