



SEED INSPECTOR SUPERVISOR

GRADE J

SCOPE OF WORK:

Work involves supervising the daily operations of crop inspection program(s) to ensure the quality of potatoes or field seed produced in North Dakota. The position is located in the North Dakota State Seed Department.

DUTIES PERFORMED AT ALL LEVELS:

- Supervise staff involved in the regulatory, potato, or field seed inspection program(s); assign duties and activities to inspection staff; provide orientation and training; participate in hiring and performance evaluations.
- Collaborate with federal supervisor in development and/or implementation of United States Department of Agriculture (USDA) inspection services at the state level; assist federal supervisor in state and regional training sessions.
- Coordinate and organize post harvest testing program(s).
- Review and approve inspection notes, reports, and certifications submitted by inspection staff.
- Monitor and assist inspectors at work sites; provide recommendations to federal supervisor regarding the qualifications of inspectors for licensing purposes.
- Provide input to management in the development and implementation of administrative rules, policies, procedures, guidelines, and manuals.
- Assist with special projects, programs, surveys, and research.
- Inspect and evaluate potato and/or field seed crops in fields or in seed retail, handling, processing, or shipping point facilities to determine compliance with North Dakota and USDA rules, regulations, standards, and guidelines.
- Communicate results to growers and facility staff; provide recommendations and education regarding rules, regulations, procedures, tolerances, and practices affecting seed production.
- Prepare and submit forms, documents, reports, and certificates to the agency for processing.
- Assist in public relations and promotion of ND grown certified seed by attending trade shows, industry meetings, and growers' association functions.
- Participate in continuing education and training programs keeping up to date on latest research regarding seed health factors, regulations, and requirements affecting seed quality.
- Conduct Good Handling Practices/Good Agricultural Practices (GHP/GAP) audits of commercial and seed farming operations to ensure compliance with practices established by the USDA; provide technical assistance; identify potential violations or non-conformance and initiate corrective actions; conduct follow-up review.

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 high school diploma or GED, and six years of work experience performing duties equivalent to the level of a Seed Inspector II. Must have USDA/AMS Fresh Fruit and Vegetable License, USDA Shipping Point Inspection License, and GHP/GAP Federal-State Inspection Service (FSIS) Lead Auditor License.

The hiring authority, at the time of recruitment, will specify the work experience requirement and any additional qualifications as relates to the specific position to be filled.

Eff. Date: 03/09 – Developed to replace 6416 Potato/Grain Inspection Supervisor II
Rev: 07/12 – Conversion to Hay System