

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MANAGER, STATE SEED CERTIFICATION SERVICES

Reports To: Designated Supervisor

UW Job Code: 3855

UW Job Family: 36 - Agriculture Extension and Research

SOC Code: 19-4012

FLSA: Exempt

Pay Grade: 22

Date: 4-1-95 (revised 7-1-02; 10-7-03; 7-1-04, 3-14-05; 7-1-08)

JOB PURPOSE:

Provide leadership in conducting the operation of the Seed Certification Service for the State of Wyoming; evaluate seed varieties for Wyoming producers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Travel to areas of production to conduct field inspections for conformance to federal and state regulations relative to variety characteristics, noxious weeds, diseases and insects; approve or reject field.
- Maintain data on crop characteristics and performance to ensure stable seed supply for producers.
- Print certification tags, initiate and process certification forms, schedule field trips and collect fees for services rendered.
- Design and conduct field plot research to evaluate performance of dry bean and forage grass varieties under soil, climatic and management conditions; analyze performance differences; interpret and publish results.
- Compile an inventory of growers and available certified seed; publish data early in the "Wyoming Certified Seed Directory."
- Serve as a resource specialist to plan, develop and provide information on proper variety selection, cultural practices and benefits of using certified seed.

SUPPLEMENTAL FUNCTIONS:

- Train and supervise assistants to provide field inspections.
- Represent the Wyoming certification program at national meetings and serve the national organization.
- Develop budget recommendations and monitor expenditures.

COMPETENCIES:

- Technical/Professional Knowledge
- Quantity of Work
- Initiative
- Independence
- Judgment
- Developing Organizational Talent

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Agronomy, crop science or related principles, theory, and practices.
- Plant diseases and insect impact to plant species.
- Applicable University, state and federal laws, regulations and policies including those governing seed certification.
- Seed testing, including standard purity and germination tests.
- Supervisory methods, concepts and techniques.
- Field testing to determine varieties of crops.
- Statistical research methods.

Skills and Abilities to:

- Effectively communicate with others, including industry representatives, agricultural agencies, farmers and vendors.
- Interpret and follow applicable laws, regulations and procedures.
- Select, train, supervise and evaluate assigned personnel.
- Identify seed problem(s).
- Travel to various locations for conducting field testing and inspections.
- Conduct field plot research, interpret, analyze, report and publish findings.
- Process certification forms and tags.
- Maintain records and an inventory of growers and available certified seeds.
- Publish certified seed availability data in accordance with the Wyoming Certified Seed Directory.
- Collect and record fees.
- Provide information as a resource on planning, developing and preparing proper seed variety selection including promoting the benefits of certified seed usage.

WORKING CONDITIONS:

Standard office environment. Regular travel to research plots or field sites; exposed to dust, chemicals, fumes, plant diseases, insects and adverse weather conditions.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.