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## WASHINGTON STATE DEPARTMENT OF AGRICULTURE

### *EXEMPT MANAGEMENT EMPLOYMENT OPPORTUNITY* **Assistant Director, Commodity Inspection Division**

**Exempt Management Position – Band 3  
(Up To \$90,516 annually, depending on qualifications)**

**NOTE: This announcement is being republished. If you have already responded, you need not reapply.**

The Washington State Department of Agriculture (WSDA) is seeking an experienced leader and manager to serve as the Assistant Director of their Commodity Inspection Division. This full-time exempt position is located in the Natural Resources Building in Olympia, Washington.

#### **The Department of Agriculture's Mission:**

**WSDA serves the people of Washington State by supporting the agricultural community and promoting consumer and environmental protection.**

#### **Agency Profile:**

Rich soils, diverse climates and large-scale irrigation make Washington one of the most productive growing regions in the world. The state's deep-water ports and its proximity to important Asian markets also provide natural advantages for agricultural trade.

The state's \$42 billion food and agriculture industry employs 160,000 people and contributes 13 percent to the state's economy. Nearly \$9.3 billion in food and agricultural products were exported through Washington ports in 2007, the third largest total in the U.S.

The WSDA employs over 500 employees on a permanent basis and up to 250 additional employees on a nonpermanent basis for various seasonal workload needs in jobs ranging from brand inspectors, grain inspectors, agricultural inspectors and food safety officers, to computer information consultants and accountants. A majority of the permanent field staff are covered under a union contract. Offices and employees are located throughout the state.

The Commodity Inspection Division provides unbiased, third party inspection for a wide variety of Washington State agricultural products. There are four programs within the division:

- Fruit and Vegetable Inspection
- Grain Inspection
- Seed Inspection/Certification

- Grain Warehouse Audit

These four programs within the Commodity Inspection Division provide verification services of product quality, condition, and volume as well as certification on the freedom from quarantine pests and diseases for international export markets. The programs operate on delegated authority from the U.S. Department of Agriculture. The State of Washington is unique in providing a comprehensive package of federal inspection services through fee-based, state sponsored programs

For more information about the Washington State Department of Agriculture, interested applicants are encouraged to visit the Department's website at <http://agr.wa.gov> .

**Location:**

**Olympia, Washington:** Olympia is located on the southernmost tip of Puget Sound. With an economic engine fueled to a great extent by state government activity, Olympia - the Capital City of Washington State - enjoys the benefits of a stable work force, engaged and educated community, and well-supported school system. Mild winters and pleasantly warm summers make the Olympia area an ideal place for outdoor recreation. To learn more about the City of Olympia, visit <http://www.ci.olympia.wa.us/>

**Scope:**

This Assistant Director provides leadership and oversight for programs that support agriculture, protect the consumer and work in partnership with agricultural and consumer groups, and state, local and federal officials to ensure public safety. This position is a member of the agency Executive Leadership Team (ELT) and is accountable to the Director and Deputy Director, reporting to the Deputy Director.

The Assistant Director works in close partnership with the Director and the members of the executive leadership team in formulating and executing the strategic goals of the agency. This position supervises five direct reports, and a division of approximately 220 permanent staff and is responsible for managing a yearly operating budget of \$23,000,000-.

**The Commodity Inspection Assistant Director is responsible to:**

- Define and develop general public policy direction on issues relating to program operations.
- Review agency-wide policy directions and management initiatives as a part of the agency ELT.
- Develop the division's strategic plan and implement improvements in organizational effectiveness.
- Plan, lead, organize and control the work of the division in order to optimize use of resources in delivery of services to our clients.
- Represent the Department/Director on various boards, commissions and committees.
- Develop effective partnerships with stakeholders to better leverage scarce resources.
- Develop/manage the division's budget.
- Effectively articulate the Department's mission, policies and objectives to employees, the public and stakeholders.
- Develop the division's workforce through effective use of organizational development, training, coaching/mentoring, employee appraisal and general promotion of a diverse and supportive work environment.
- Maintain the highest standards of personal and professional ethical conduct.

## **Candidate Profile**

*The Washington State Department of Agriculture is most interested in those candidates who exhibit the following leadership characteristics and who meet or exceed the following criteria:*

- Has obtained a Bachelor's degree or higher graduate degree. A degree in Agronomy or a similar field is a plus.
- Has senior managerial-level experience showing a commitment to and record of outstanding service.
- Has extensive hands-on experience in managing a large workforce, creating and maintaining a positive and collaborative work environment and ensuring staff are motivated, trained, assessed and deployed to achieve division goals.
- Has experience developing and implementing long-term strategic direction for an organization.
- Has professional experience preparing and successfully presenting reports and information.
- Has experience managing within a unionized work environment.
- Can leverage and effectively optimize the use of limited resources.
- Can effectively participate in the legislative process.
- Has ability to operate successfully in an agency team-management environment.
- Is a constructive agent of change, including knowledge of advanced organizational development principles.
- Has an understanding of Government's appropriate role in regulation of the private sector in the public interest.
- Has experience analyzing proposed legislation, regulations, or rule changes in order to determine how an organization's services could be impacted.
- Know how to involve appropriate staff, stakeholders and others in the decision making process.
- Has a successful record of understanding and valuing people's diverse backgrounds, beliefs, lifestyles, circumstances and workplace perspectives.
- Ability to travel extensively.
- Has the ability to retain a sense of humor while trying to embody and exhibit all the foregoing traits, talents and attributes

## **Benefits**

Washington State offers a full benefits package including vacation and sick leave, family medical and dental coverage, life insurance, retirement, and a deferred compensation. For more information visit <http://www.dop.wa.gov/Employees/EmployeeBenefits/>. For specific information about health benefits, visit <http://www.HCA.wa.gov>. For specific information about retirement and deferred compensation, visit <http://www.drs.wa.gov>.

## **Application Procedure**

Interested individuals may apply by submitting:

- A detailed letter of interest that specifically addresses the elements in the "Candidate Profile" above;
- A current chronological resume or completed State Application form, and the Applicant Profile Data Form, (both forms can be found at [www.dop.wa.gov/Pages/forms.aspx](http://www.dop.wa.gov/Pages/forms.aspx)). Please include a full description of duties and responsibilities for each position held, dates and education; and
- A list of five (5) professional references including at least one (1) supervisor, peer, and subordinate.

Please send all application materials to:

**Linda Pentt, Human Resource Consultant  
WSDA Human Resource Office  
PO Box 42560  
Olympia WA 98504-2560**

Application packets will also be accepted via e-mail or fax.

E-mail address: [hr@agr.wa.gov](mailto:hr@agr.wa.gov)

Fax number: (360) 902-1821

**This recruitment will remain open until filled. The hiring authority reserves the right to make the hiring decision at any time.**

The State of Washington actively supports diversity in the workplace and is an equal opportunity employer. Applicants who need assistance in the application process or who need this announcement in an alternative format may call (360) 902-1979 or the Telecommunications Device for the Deaf at 800-833-6388.

