



Louisiana Department of Agriculture & Forestry

Seed Programs Administrative Coordinator



Job Announcement: AES-50518601-BE

Work Location:	Baton Rouge, Louisiana
Classification Title(s)/JAC:	Agricultural & Environmental Specialist Administrative Program Coordinator
Job Working Title(s):	Seed Testing Laboratory Manager
Type of Employment:	Full Time (40 hrs./week)
Position Minimum Requirements:	Bachelor's degree with a minimum of 24 semester hours in an agricultural related field, plus five years professional level experience in an agricultural, agricultural inspection or enforcement field. Qualifying experience may substitute for education requirements.
Salary and Benefits:	<p>The pay level for this position is a TS-316. Annual salary will be between \$62,899 and \$110,219 and is commensurate with qualifying experience and education.</p> <p>Position is subject to a maximum of twelve (12) month probationary period.</p> <p>Position includes standard benefits of employees of the Louisiana Department of Agriculture & Forestry, a public service agency of Louisiana State Government.</p> <ul style="list-style-type: none"> ✓ Professional Development ✓ Insurance Benefits ✓ Deferred Compensation ✓ Paid Holidays and Leave ✓ Flexible Work Hours ✓ Various Retirement Plan options: Defined Benefit/Defined Contribution
Contact:	Brittney Evans, HR Analyst Recruiter, 225-952-8011, bevans@ldaf.state.la.us
Deadline to Apply:	February 26, 2024 Application materials must be received by 11:59 p.m. of the deadline date.

The Louisiana Department of Agriculture & Forestry ('LDAF') is seeking an **Agricultural & Environmental Specialist Administrative Program Coordinator** (Seed Testing Laboratory Manager) in our Seed Testing Laboratory.

The Louisiana State Seed Testing Laboratory is a function of the Seed Programs; a division of LDAF. The laboratory is housed within the LDAF headquarters located in Baton Rouge, LA. The primary purpose of the program is to ensure compliance with the Louisiana Seed Law and rules & regulations, and to assist in the enforcement of the Federal Seed Act. The laboratory also functions as a fee-based testing facility for a wide range of crop kinds. Additionally, the laboratory conducts seed quality tests on certified seed samples collected and tested in conjunction with the Louisiana Seed Certification Program.

This position is headquartered at the Main LDAF Office Complex located at 5825 Florida Blvd., Baton Rouge, LA.

This full-time position offers competitive pay and great benefits. The employment package includes at least eleven (11) paid holidays, an ample amount of sick leave, multiple health and life insurance options, and an excellent retirement plan.

Position Summary:

This position will work will all aspects of regulatory and fee-based seed inspection, sampling, and laboratory testing of agricultural, vegetable, and grass crops. Assist in directing, planning, implementing, and administering statewide seed

sampling, testing and regulatory enforcement program activities to ensure that seed products meet all state and federal labeling and quality requirements and standards. This position includes supervisory authority over laboratory personnel.

For a complete position description, please click [HERE](#).

Position Qualifications and Abilities:

1. Ability to ensure strict adherence to laboratory procedures and a high-level of quality testing assurance
2. Proficient computer skills in Microsoft Office products
3. Possess a high level of verbal and written communication skills
4. Ability to attend, participate and represent the LDAF in training and industry meetings that may require overnight domestic travel
5. Work with a diverse group of professional level colleagues
6. Willingness to maintain a high standard of public service

It is critical that you clearly identify and describe your training and experience on your resume and letter of experience in the following areas:

- 1.) **Working experience in a seed testing laboratory and/or laboratory management leadership role** (developing short/long term strategies; establish/oversee objectives/priorities/deadlines; developing/implementing laboratory procedures; evaluation principles/techniques; etc.)
- 2.) **Serve as a technical resource and/or liaison in program development and providing technical expertise, outreach, and materials for internal and external stakeholders** (determine training needs, develop, interpret and present training plans, materials, fact sheets, website content, etc.)

A highly qualified candidate will also have experience, certification and/or training in the following areas:

- 1.) **AOSA Rules for Testing Seeds**
- 2.) **Successfully passed the RST, CSA-P or CSA-G exam or equivalent**
- 3.) **Experience and ability to develop, review, and revise rules, laws, policies, and laboratory procedures**

How To Apply:

Click [HERE](#) to view access the Louisiana Civil Service website.

To be considered for this position, you will need to create an account and apply online. You are required to upload a current resume and are also encouraged to upload a cover letter/summary of experience.

Application materials must be submitted by 11:59pm on the deadline date.

A school transcript to verify your 24 hours in the specified courses is required.

Your resume and cover letter will be evaluated by one or more job experts. Candidates who are deemed eligible will be invited to participate in the next step of the selection process. Please address questions regarding the application process to bevans@ldaf.state.la.us.

Current Louisiana state employees who are eligible for consideration must also complete the application process to be considered for this position.

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Louisiana Department of Agriculture & Forestry

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