

POSITION ANNOUNCEMENT

Assistant Manager – Seed Potato Certification

Idaho Crop Improvement Association, Inc.

The Idaho Crop Improvement Association, Inc. (ICIA) serves as the official seed certification agency for the State of Idaho. As part of its certification activities, ICIA conducts inspection and post-harvest testing of approximately 30,000 acres of seed potatoes. ICIA is seeking a qualified individual to serve as an Assistant Manager for the SE Area office (Idaho Falls).

Position Description

As an Assistant Manager, the incumbent will be responsible for the management of ICIA's seed potato certification activities. The incumbent will report to and consult with the SE Area Manager on all aspects of these activities. Duties include, but are not limited to, the following:

1. Supervision of seed potato inspections. The incumbent will be responsible for the scheduling of seed potato inspections. Active participation in these in these inspections may be required.
2. Supervision of part-time and seasonal employees. The incumbent will determine labor requirements and, as required, identify, hire, and train qualified inspection personnel.
3. Certification Reports and Record Keeping. The incumbent will assist with the review and maintenance of certification records and, when required, report inspection results to growers.
4. The incumbent will work with the SE Area manager to organize and conduct the post-harvest grow-out.
5. The incumbent will, as required, organize the collection of samples for laboratory testing.
6. The incumbent will be responsible for the maintenance and distribution of inspection supplies.
7. The incumbent will maintain tag and seal inventories and will have primary responsibility for tag printing.

Minimum Qualifications

1. Bachelor's degree in Plant Pathology, Plant Sciences, or a related field plus five years relevant work experience. Preference will be given to candidates having experience with potato production and/or seed potato certification.
2. Ability to maintain a high level of professionalism, including a demonstrated ability to work with diverse personalities. Must be able to handle confidential business information with discretion and confidentiality.
3. Ability to work as part of a team and interact effectively with others. Ability to effectively supervise subordinate employees.

4. Good organizational skills and effective verbal and written communication skills. The incumbent must have a working knowledge of Microsoft Office and the ability to learn the ICIA database.
5. Must have a clean driving record and possess or be willing to obtain a valid Idaho driver license.
6. Must possess or be willing to obtain Idaho pesticide applicator certification within one year of employment.
7. Position requires a significant amount of travel within the State of Idaho. Post-harvest testing requires extended periods of out-of-state travel.
8. Inspections require visits to potato farms. Collection of test materials includes both field-grown plants and tubers in storage. All involve potential exposure to environmental conditions, dirt, dust, and pesticide residues. A significant amount of walking and occasional lifting (up to 50 lbs.) will be required.

Compensation

- Full-time, overtime ineligible position.
- Salary commensurate with experience
- PERSI Retirement System - <https://www.persi.idaho.gov>
- Health Insurance - Company pays for 100% of the employee's insurance and 2/3 for spouse and dependent children.
- Medical Flexible Spending Account available.
- Company Owned Vehicle - Vehicle provided with personal use permitted.

Application Procedure

This position is currently open. Applications will be accepted until the position is filled.

Interested applicants should send a cover letter, *curriculum vitae*, and three references to:

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