

POSITION ANNOUNCEMENT

Manager – Seed Certification Laboratory

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 operates a seed certification laboratory (SCL) in Idaho Falls that performs pathogen testing on seed potatoes to ensure conformity with Idaho Rules for Seed Potato Certification. ICIA is seeking a qualified individual to serve as the Manager of this laboratory.

Position Description

As the SCL Manager, the incumbent will be responsible for all aspects of the testing conducted by the ICIA-SCL. The incumbent will report to and consult with the ICIA SE Area Manager on all aspects of testing activities. Duties include, but are not limited to, the following:

1. Perform required testing on potato tissue culture, plants, and tubers. Assist with other laboratory activities as required.
2. Maintain accurate records related to said testing.
3. Ensure that good laboratory practices, quality control protocols, and safety procedures relating to laboratory operations are maintained and strictly followed.
4. Supervise one FTE and additional part-time and seasonal lab personnel.
5. Prepare testing and summary reports for seed potato growers and ICIA management.
6. In consultation with ICIA SE Area Manager, identify and adopt new testing procedures as required to fulfill ICIA's mission. The incumbent will develop and maintain good working relationships with researchers and seed certification personnel outside of ICIA.
7. Work on other projects as directed by the ICIA SE Area Manager.

Minimum Qualifications

1. Bachelor's degree in Plant Pathology, Microbiology, or a related field plus five years relevant work experience.
2. Ability to maintain a high level of professionalism, including a demonstrated ability to work with diverse personalities and to handle confidential business information with discretion and confidentiality.
3. Knowledge of current testing methodologies with a demonstrated ability to identify and adopt advances in testing technologies.
4. Ability to work as part of a team and interact effectively with others. Ability to effectively supervise subordinate employees.
5. Effective verbal and written communication skills. Working knowledge of Microsoft Office and ability to learn the ICIA database.

6. Must possess and maintain a valid drivers license.
7. Must possess or be willing to obtain Idaho pesticide applicator certification within one year of employment.
8. Test materials include field-grown plants and tubers. Potential exposure to dirt, dust, and pesticide residues. Occasional lifting (up to 50 lbs.) 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.

Application Procedure

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

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

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