



Louisiana Department of Agriculture & Forestry Industrial Hemp Program Coordinator

Job Number: AES-141834-BN

Work Location:	Baton Rouge, Louisiana (East Baton Rouge Parish)
Classification Title(s):	Agricultural & Environmental Specialist Administrative Program Coordinator
Job Working Title(s):	Industrial Hemp Program Coordinator
Type of Employment:	Full Time (40 hrs./week)
Education and Experience Requirements:	<ul style="list-style-type: none">• Baccalaureate degree with at least 24 hours in an agricultural related field, plus• Five years of professional level experience in an agriculture or agricultural inspection or enforcement field• View the position posting on the LA Civil Service Website for further Education/Qualification information
Salary and Benefits:	<p>Maximum salary range for this position is between \$62,899 and \$110,219 annually. However, a qualified candidate should expect a salary offer between the minimum and midpoint of salary range; commensurate with qualified education and experience. The pay level for this position is TS-316. Position incumbent is subject to a maximum of 24 month probationary period. Position includes standard benefits of employees of the LDAF, a public agency of Louisiana state government.</p> <ul style="list-style-type: none">✓ Insurance Benefit Options✓ Deferred Compensation Plan✓ Holidays and Leave Accrual✓ Flexible Work Hours✓ Louisiana State Employees Retirement System
Contact:	Kiara Moore: 225-922-1357, kmoore@ldaf.state.la.us
Deadline to Apply:	July 20, 2021 (or at which date the position opening is extended) Application materials must be received by 11:59 p.m. of the deadline date.

The Louisiana Department of Agriculture & Forestry is seeking an **Agricultural & Environmental Specialist Administrative Program Coordinator** in our AES Seed Programs Division to administer and manage our statewide Industrial Hemp Program.

This position is headquartered at 5825 Florida Blvd., Baton Rouge, LA located at the Louisiana Department of Agriculture and Forestry's Main Office Complex. This position has statewide program duties.

This full time position offers competitive pay and great benefits. The employment package includes a professional work environment with annual leave accrual, up to eleven paid holidays, an ample amount of sick leave, multiple insurance options, and an exceptional retirement plan.

Position Summary:

This position serves as a program expert for a specialized statewide Industrial Hemp Program. Responsibilities include: the development, planning, direction and enforcement of

the industrial hemp programs and policies; technical program direction and coordination of inspection and sampling duties; interpretation and revision of rules and laws, management of compliance activities as well as administration of regulatory oversight.

To apply and view complete position description, please click [here](#).

Notes:

The candidate selected for this position must successfully pass a Louisiana state and federal background check.

A valid driver's license is required as this position involves travel for work assignments including occasional overnight stays.

Preferred Qualifications:

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

Preferred Position Qualifications (Preference will be given to those candidates that possess the following qualifications):

1.) **Working experience in a program and/or project management leadership role** (developing long/short term strategies; establish/oversee objectives/priorities/deadlines; developing/implementing procedures; evaluation principles/techniques; etc.)

2.) **Serving as a technical resource and/or liaison for developing and providing technical expertise and materials for both internal and external participants** (determine training needs, develop, interpret and present training plans, materials, website content, etc.)

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

1.) **Performing inspections/reviews of businesses for compliance with established policies, statutes, laws and/or regulations with state enforcement authority** (drafting, reviewing, and analyzing compliance related documents/reports in a regulated setting, determining disciplinary orders for enforcement, applying investigative techniques, etc.)

2.) **Developing, reviewing, and revising rules, laws, policies and procedures**

3.) **Previous qualified work experience in the industrial hemp production or regulatory fields**

How To Apply:

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

You are required to upload a current college transcript and are also encouraged to include a cover letter and/or resume of experience.

Application materials must be submitted by 11:59 pm on the deadline date to be considered for the position.

Your application and resume 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 kmoore@ldaf.state.la.us.