



# Kansas Crop Improvement Association

## *Manager, Field Services and Seed Certification* //

We are currently seeking a manager of our field services and seed certification programs. The successful candidate will provide critical support for the mission of the KCIA in providing integrity-based quality assurance programs to maintain a safe, stable, secure seedstock supply.

The successful candidate will have a general knowledge of production agriculture, an understanding of federal and state standards and seed regulations, or the ability to quickly acquire such knowledge. Experience in the seed industry and at least a general knowledge of seed production and technology is preferred.

### **Essential Duties and Responsibilities** //

- Coordinate all field services and seed certification programs
- Organize and conduct field inspections in support of certification and quality assurance/ identity-preserved programs
- Lead a team of up to 25 part-time inspectors, including recruiting, training, scheduling, and supervising their work
- Conduct on-site inspections of seed conditioning plants
- Participate in education programs for KCIA members
- Develop education and promotional materials
- Represent KCIA on Association and industry committees and at events such as field days

### **Qualifications** //

- Bachelor's degree or higher with experience in agronomy, seed field production or relevant Ag industry
- Experience leading teams, including recruiting, training, scheduling, and supervising employees
- Ability to communicate effectively and interact with colleagues and clients/members in a proactive and professional manner
- High level of integrity and dependability with a strong sense of client/member-focused service
- Experience with basic computer programs (Word, Excel and Adobe) and a willingness to utilize other programs as needed
- The following knowledge/skills are preferred but not a requirement at the time of hire with the expectation to develop the skills through training and education.
  - Knowledge of federal and state standards and seed regulations
  - Knowledge of seed production and agronomic issues



## **Compensation** //

The position is full-time with a beginning salary of \$55,000 per year with benefits. KCIA provides a benefits package that includes health insurance, employer match retirement contributions, paid time off – vacation, sick and holidays.

## **Work Location** //

This position is based in Manhattan, KS

## **Physical Demands** //

The physical demands listed below are a requirement to successfully perform the essential functions of this job.

- While performing the duties of this job the employee is frequently required to work outdoors in periods of high temperatures and walk moderate distances in fields.
- The employee must occasionally lift and/or move up to 70 pounds
- Evening and weekend work based on business need
- Valid driver's license
- Ability to travel

## **How to Apply** //

Submit your application to Steve Schuler, Executive Director, Kansas Crop Improvement Association,

A complete application includes a cover letter which outlines your interest in the position and your qualifications along with a detailed resume/CV and three professional references. For more information about the position, contact [sfskcia@kansas.net](mailto:sfskcia@kansas.net), 785-532-6118.

KCIA is an Equal Opportunity Employer.

## **About our Association** //

Kansas Crop Improvement Association is a not-for-profit, membership-based association. KCIA serves as the sole designated authority responsible for the certification of agriculture seed in Kansas. KCIA provides member services that facilitate participation in integrity-based quality assurance programs to provide superior seed and plant products. We utilize research, education, certification and uniform standards that result in safe, stable, secure seedstock supply.