



State of West Virginia
DEPARTMENT OF AGRICULTURE
Gus R. Douglass, Commissioner

Janet L. Fisher
Deputy Commissioner

Steve Hannah
Deputy Commissioner

VACANCY ANNOUNCEMENT

Title: Assistant Director – Laboratory Service Section
Salary: \$47,000 - \$50,000
Headquarters: Gus R. Douglass Agricultural Center at Guthrie
Charleston, WV
FLSA: Exempt
Closing Date: Open Until Filled

**Send Application
And Resume to:**

Herma Johnson, Division Director
West Virginia Department of Agriculture
1900 Kanawha Blvd. East, E-28
Charleston, WV 25305
304-558-2208 (Phone)
304-5583594 (Fax)

Nature of Work: Under general direction, this employee is the supervisory and administrative director of the laboratory services program in the Regulatory and Environmental Affairs Division of the West Virginia Department of Agriculture, providing support for the product safety, field services, product registration, and environmental programs. The assistant director directly supervises a staff of chemists and microbiologists that numbers 8-10 at the Guthrie Agricultural Center and advises 4-6 similar professionals at the WVDA Moorefield Agricultural Center. This individual must show a high degree of initiative and make decisions on all routine matters. The employee advises and assists the division director with all aspects of laboratory operation, including budgetary and personnel matters. The Assistant Director will be headquartered at the Gus R. Douglass Agricultural Center at Guthrie, and will be required to travel to the WVDA Moorefield Agricultural Center to support the laboratory activities of the Regulatory and Environmental Affairs Division conducted at that facility.

Examples of Work Performed:

- Provides guidance to the division director in the formulation and implementation of programs.
- Directs, coordinates, and controls all Guthrie laboratory activities regarding special programs and general internal administration.
- Participates in conciliation of all complaints that can be settled at the division level.

- Helps to initiate, implement, and subsequently review the progress of programs, surveys, research projects and QA/QC development conducted by the Regulatory and Environmental Affairs Division.
- Assists the division director in preparing and tracking the budget for the READ laboratory programs.
- Assists in preparing annual reports, work plans, and similar documents pertaining to division activities for submission to the Executive Division.
- Provides technical assistance to all laboratory staff at the Guthrie and Moorefield laboratories of WVDA, including method development, troubleshooting, data interpretation, and instrumentation maintenance.
- Assigns and reviews the work of professional and clerical staff.
- Performs related work, as required.
- Other duties as assigned.

Working Conditions

- Sitting, standing, walking, driving, using a computer

Required Knowledge, Skills and Abilities:

- Knowledge of laws, rules and regulations pertinent to the work of the agency.
- Knowledge and abilities in business matters and public administration.
- Skilled in oral and written communication.
- Ability to review department laboratory, compliance, field services and product registration procedures and policies, recommending revisions and establishing new procedures as necessary.
- Ability to develop department programs and projects in partnership with other government agencies with the assistance of the division director and/or the Executive Division.
- Ability to plan, prepare, implement, and review staff activities.
- Ability to train and supervise professional and clerical staff regarding the work of the agency.
- Ability to deal effectively with complainants, employers, community groups, and the general public.
- Ability in effective public speaking, data presentation and interpretation.
- Ability to exercise good judgment in appraising situations and making decisions.

Minimum Education and Experience Requirements:

Education: Master's degree in microbiology, chemistry, or biochemistry.

Experience: Three years of successful full-time paid employment in a similar professional capacity.

Substitution: Ph.D. degree in microbiology, chemistry, or biochemistry may be substituted for the required experience.