

ASSOCIATE DIRECTOR PLANT SERVICES DIVISION (Job Id 59188)

Post Date: 10/15/2020 **Location:** PHOENIX **Category:** EXECUTIVE MANAGEMENT

Description

The Arizona Department of Agriculture is seeking a highly qualified executive to lead the Plant Services Division (PSD). The Division safeguards agriculture, food and the environment from the risks associated with the entry, establishment and spread of plant pests, diseases and noxious weeds thereby promoting agricultural sustainability, market access and competitiveness.

Under the direction of the agency Director, the Associate Director will provide visionary leadership and strategic direction to the staff and is part of the agency leadership team.

The Associate Director, directly and through subordinate managers, plans, directs, and coordinates all operational, administrative, and personnel components of the division and is responsible for:
Developing and managing the division's budget.

Oversight of planning, implementation of the division's strategic plan and performance measures.
Develop new/and or revise existing policies and procedures affecting the division, to include amendments to or drafting new legislation, rules, policies, procedures, or interagency agreements.

The ideal candidate will have executive level experience, a strong background in the agriculture field, a record of success in leadership positions, experience in strategic and financial planning.

Knowledge:

Knowledge of financial reporting, budgeting, audit and analysis, organizational management. Administrative methods, procedures and techniques used to manage and direct resources of the division. Federal, State and agency laws, rules, regulations and standards governing inspections; habitats and distribution of harmful insects, weeds and diseases of plants; conditions of plant pests and diseases that may have adverse effect on agricultural crops or commodities; enforcement of laws specific to agricultural/horticultural industries; practices and procedures (including safety) within the work environment; principles and practices of work management and work leadership; practices and procedures of inspection standards and authorized enforcement guidelines. Microsoft Office, Google, ArcView GIS software, GPS technology utilization.

Skills:

Oral and written communication; problem solving; multi-tasking; work process management and leadership; analyzing management, administrative and technical data; application and interpretation of Federal, State and agency laws, rules and regulations; interpersonal relationships and working with a diverse workforce and stakeholders.

Abilities:

Apply interpersonal skills and establish and maintain effective working relationships with co-workers, stakeholders and the general public; plan and organize; analyze and prepare written communication; exercise independent judgment, initiative, reasoning and awareness.

Selective Preference:

Bachelor of Science degree or higher in Agronomy, Entomology, Plant Pathology or related discipline. Minimum of two years of executive level supervisory experience, organizational and fiscal management experience. Prior public or private-sector regulatory experience.

Benefits:

The State of Arizona provides an excellent comprehensive benefits package, including:

- Top-ranked retirement and long-term disability plans (subject to a 180 day wait period)
- Affordable medical, dental, life, and short-term disability insurance plans
- Accrued vacation pay and sick days 10 paid holidays per year
- Deferred compensation plan
- Credit union membership
- Wellness plans

Requires possession of and the ability to retain a current Arizona driver's license. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving record and must complete any required driver training (see Arizona Administrative Code R2-10-207.12).

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting the Human Resources Department at (602) 542-0925. Request should be made as early as possible to allow time to arrange the accommodation.

Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.