



## Washington State Department of Agriculture

### **Assistant Director Food Safety & Consumer Services (ESS293)**

Washington State Department of Agriculture (WSDA) is seeking an experienced leader and manager to serve as **Assistant Director – Food Safety & Consumer Services Division**. The Assistant Director provides leadership and oversight for programs which support agriculture, protect the consumer and work in partnership with agricultural and consumer groups, state, local and federal officials to ensure public safety in areas such as: food safety, dairy inspection, consumer protection, organic food certification, microbiological laboratory testing and management of animal wastes for environmental protection. The Division plays an integral role in supporting key agricultural production, health, safety and efficient and safe availability of agricultural products to benefit the consumers in Washington as well as nationally. The Division employs 78 staff statewide. The Assistant Director works in close partnership with the Director and the members of the executive management team in formulating and executing the strategic goals of the agency. This position is exempt from civil service and is located in Olympia.

For more information on WA State Agriculture, interested applicants are encouraged to visit the Department's website <http://agr.wa.gov>

#### **RESPONSIBILITIES**

The Assistant Director for Food Safety & Consumer Services is a member of the agency executive management team and is accountable to the Director and Deputy Director to:

- Define & develop general public policy direction on issues relating to program operations.
- Review agency-wide policy directions and management initiatives as a part of the agency executive management team.
- Develop the division's strategic plan, implement improvements in organizational effectiveness.
- Implement GMAP throughout the Division.
- Plan, lead, organize and control the work of the division in order to optimize use of resources in delivery of services to our clients.
- Represent the Department/Director on various boards, commissions and committees.

- Develop effective partnerships with stakeholders to better leverage scarce resources.
- Develop the Division's budget.
- Effectively articulate the Department's mission, policies and objectives to employees, the public and stakeholders.
- Develop the Division's workforce through effective use of organizational development, training, coaching/mentoring, employee appraisal and general promotion of a diverse and supportive work environment.
- Maintain the highest standards of personal and professional ethical conduct.

## **CANDIDATE PROFILE**

*Washington State Department of Agriculture is most interested in those candidates who exhibit the following leadership characteristics and who meet or exceed the following criteria:*

- Helps create and support a progressive work environment and diverse workforce.
- Provides and applies proactive and advanced management principles.
- Exercises good tactical and strategic judgment.
- Can leverage and effectively optimize the use of limited resources.
- Can effectively participate in the legislative process.
- Can successfully transmit and translate program and policy development to field implementation and operation on the ground.
- Can continue successfully implementing the (GMAP) Government Management Accountability and Performance program.
- Has obtained a Bachelor's degree or higher graduate degree.
- Has senior managerial level experience in an agriculture, natural resources or environmental public sector agency or within the agricultural industry.
- Has ability to operate successfully in an agency team management environment.
- Is a constructive agent of change, including knowledge of advanced organizational development principles.
- Can operate successfully in a fast paced, resource deficient environment where issues may be ambiguous at times.
- Can coach, mentor and successfully lead staff in a diverse environment.
- Possesses strong communications and inter-personal relations skills which allow effective negotiation and successful conflict resolution.
- Has an understanding of Government's appropriate role in regulation of the private sector in the public interest.
- Exhibits an appreciation of the challenges faced by the business community and has the ability to effectively build partnerships between, government, industry and consumer interests regarding public health and consumer protection issues.

- Has the ability to retain a sense of humor while trying to embody and exhibit all the foregoing traits, talents and attributes.

## **COMPENSATION**

The annual salary range for this exempt position is **\$70,000 - \$77,376** depending upon qualifications and experience. The State of Washington offers a generous benefit package including medical/dental, retirement, life and disability insurance, paid holidays, vacation and sick leave, and optional deferred compensation.

## **APPLICATION PROCEDURE**

Interested individuals may apply by submitting a current resume, a complete list of five or more personal and professional references, a letter of interest specifically addressing the qualifications listed in this announcement, and the voluntary affirmative action information request, which is attached to this document or may be located on the ESS Current Searches site:

<http://www.dop.wa.gov/JobSeekers/ESS/>. Please send all application materials to:

**Stein Stenseng, Executive Search Services - ESS293**

**Voice/Message: (360) 664-1953**

**E-mail: [ESSResumes@dop.wa.gov](mailto:ESSResumes@dop.wa.gov)**

**Please make reference to search number ESS293 in the subject line of your E-mail submittal.**

This recruitment closes **October 20, 2005**. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time during the recruitment process, once sufficient qualified candidates are received.

Candidate evaluation will be ongoing, and it may be to the applicant's advantage to submit materials expeditiously. Electronic application packages are strongly preferred and must be in MS Word format. Applicants wishing assistance or alternative formats in the process should contact Linda Riggle at (360) 664-1951, E-mail: [lindar@dop.wa.gov](mailto:lindar@dop.wa.gov) or TDD at (360) 664-6211.

# APPLICANT PROFILE FORM

To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available only to authorized personnel. Please review the Affirmative Action definitions at the bottom of the page.

Please save as a Word document and forward completed form with resume to the recruiter listed in the position announcement or print, fill out completely and fax it to (360) 586-1389.

|                                    |  |               |
|------------------------------------|--|---------------|
| Name (Last, First, Middle Initial) | Recruitment ESS293 – Department of Agriculture – Assistant Director, Food Safety and Consumer Services | Date of Birth |
|------------------------------------|--|---------------|

**1. What race(s) or culture(s) do you consider yourself?**

- Black/African-American (870)
- Caucasian/White (800)
- Asian or Pacific Islander (API)
  - Chinese (605)
  - Filipino (608)
  - Hawaiian (653)
  - Korean (612)
  - Samoan (655)
  - Guamanian (600)
  - Other API, specify: \_\_\_\_\_
- American Indian (597) *Please identify name of the enrolled or principal tribe:* \_\_\_\_\_
  - Eskimo (935)
  - Aleut (941)
  - Hispanic
    - Mexican, Mexican -American (722)
    - Puerto Rican (727)
    - Chicano (705)
    - Other Spanish, specify: \_\_\_\_\_
    - Other Race, specify: \_\_\_\_\_
  - Vietnamese (619)
  - Asian Indian (600)
  - Japanese (611)
  - Cambodian (604)
  - Laotian (613)
  - Cuban (709)

If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes.

Multi-Racial, preferences: \_\_\_\_\_

**2. Are you**  Male  Female

**3. Have you ever been active duty in the U.S. Armed Forces?**

No  Yes  
 Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Vietnam Era Veteran  
 Disabled Veteran (Percent of disability: \_\_\_)

**4. Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning?**

Yes  No

I certify that this information is true and accurate to the best of my knowledge.

\_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_  
 Date Signature

**Affirmative Action Definitions**

**American Indian or Alaskan Native.** A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

**Asian or Pacific Islander.** A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Korea, Pakistan, the Philippine Republic, and Samoa

**Black/African-American.** A person with origins in any of the Black racial groups of Africa

**Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam  
 Would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

**White/Caucasian.** A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Disabilities.** For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

**Disabled Veteran.** A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

**Vietnam-era Veteran.** A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.