



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	DIRECTOR, LABORATORY QUALITY
POSITION NUMBER:	00052397
LOCATION:	TIFTON, GA
POSTING DATE:	MAY 19, 2015
APPLICATION DEADLINE:	OPEN UNTIL FILLED.
WHO MAY APPLY:	ALL QUALIFIED
PAY GRADE:	18
ENTRY SALARY:	COMMENSURATE WITH EDUCATION AND EXPERIENCE

DESCRIPTION OF DUTIES: **1. Direct all aspects of laboratory quality assurance programs.** Oversee implementation of policies, procedures and methods necessary to assure quality of analytical results produced by all sections of the Laboratory Division, including food safety, food quality, pesticide, seed, fertilizer, feed, grain grading, metrology and fuel laboratories. Provide QA review of violative samples. Manage activities of other QA personnel. **2. Attain and manage applicable accreditation in each laboratory section.** Priority will be to attain ISO 17025 accreditation of food microbiological and chemical testing laboratory sections. Administer document control system. Perform internal audits. **3. Administer laboratory safety programs.** Manage chemical hygiene plan. Provide annual Right-to-Know training. Serve as Radiation Safety Officer. Perform safety audits. **4. Assist Program Directors and Program Managers in implementation of new methods and technologies.** Perform method validation and/or verification studies to address new requests by clients. **5. Assist Division Director with administrative duties.** Participate in budget, finance, purchasing and personnel management, and strategic planning. May administer federal grant in support of ISO accreditation.

MINIMUM QUALIFICATIONS: Bachelor's degree in related discipline and three years of supervisory experience in a laboratory setting

OR

One year of experience at the lower level or position equivalent

PREFERRED QUALIFICATIONS: Preference will be given to applicants, who, *in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

Advanced degree in chemistry, biology, agriculture or related field; Experience in analytical sciences, particularly mass spectrometry or microbiology; Supervisory experience in analytical or regulatory laboratory; Training or experience in quality management, or in an ISO 17025-accredited laboratory. Excellent written and verbal communications skills. Ability to work well with others.

HOW TO APPLY: (WE ACCEPT STATE APPLICATIONS BY EITHER TRANSMISSION LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION.)

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to GDAPersonnel@agr.georgia.gov.

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

The GDA is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be

considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews.

**IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**