

**OSCS Manager Position with Crop and Soil Science: CANDIDATE EVALUATION FORM**

**Candidate name:** \_\_\_\_\_

1. What strengths do you believe this candidate will bring to the position? Are there compelling reasons to offer the position to this candidate? Please explain.

2. Are there compelling reasons as to why this candidate should not serve in this position? Please explain.

3. Do you have other comments regarding this candidate for the search committee's consideration?

4. Overall rating for this candidate (circle one):     *Excellent*     *Good*     *Acceptable*     *Unacceptable*

Your name and department/unit (optional): \_\_\_\_\_

**Email your evaluative comments no later than 5:00 pm on Friday, December 15,  
to Brandi.Cox@oregonstate.edu**

Your comments will remain confidential and will only be shared with members of the search committee.

# OSCS Manager Position with Crop and Soil Science: CANDIDATE EVALUATION FORM

## Position Description

### Position Duties

- 35% — Provide leadership in the development of long-range planning for the program, staffing and budgets. Provide leadership, direction, technical support and counsel for Seed Certification Specialists in the design, conduct, and evaluation of the Extension Seed Certification Program for the State of Oregon. Provide leadership, supervision and direction for assigned staff. Hire and train employees; plan, assign and review work, establish goals for each position and assess performance through completion of written evaluations; act on disciplinary issues, up to and including dismissal; address grievances, developing a framework for corrective actions as necessary.
- 35% — Educate Clients. Mediate and resolve issues relating to Seed Certification. Work with industry, university, Oregon Dept. of Agriculture advisory committees, and with the Certification Board to refine and improve Seed Certification Standards, policies and procedures. Promote the program to the Oregon Seed Industry.
- 20% — Serves as Oregon's representative to the Association of Official Seed Certifying Agencies, interacts with the OECD National Designate Authority and takes an active role in national issues. Travel as needed to participate in Commodity, State, Regional, and National programs. Cooperate with other agencies (locally and nationally) as a resource person. In cooperation with the Director of Seed Services, serve as an interface for the program with the Dept. of Crop and Soil Science faculty and staff.
- 10% — Cooperate in field inspections as a team member as well as in assisting with interpretation of rules and preparing for possible appeals.

Typical Requirements: 2-3 years' experience in management responsibilities, a Bachelor's degree.

### Minimum Required Qualifications:

Bachelor of Science in seed science, seed production and management, agronomy, crop science, plant breeding and genetics, natural resources or a related area.

At least five (5) years of experience in seed science or seed industry enterprise, either public or private.

### Demonstrated:

- Ability to build teams and to plan, organize, evaluate, manage, and delegate details associated with individual and team programs;
- Evidence of excellent communication skills both written and verbal;
- General knowledge of computers, and skills in word processing, presentation and data management software;

Ability to secure and maintain a valid Oregon driver's license.

### Preferred Qualifications:

Prior work experience in a seed certification organization.

Prior work experience in field inspecting and applying standards to inspection results.

MS or MBA completed or in progress within two years of hiring.

Experience and expertise in business and personnel management, budget preparation and program management, planning and presentation.

Demonstrable commitment to promoting and enhancing diversity through project work and hiring activities.

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