



ANNOUNCEMENT OF POSITION AVAILABILITY

TITLE: Inspector I or II **Requisition No.** 2009011619

EMPLOYER: New Mexico Department of Agriculture Dairy Division **REPLY TO:** New Mexico Department of Agriculture
Attention: Richard Reyna

EFFECTIVE DATE: Immediately MSC 3189, Box 30005
Las Cruces, NM 88003-8005

SALARY: \$26,120.95 Minimum – Inspector I
\$28,468.28 Minimum – Inspector II **TELEPHONE:** (575) 646-7523

POSITION LOCATION: Las Cruces, NM **DEADLINE FOR APPLYING:** November 24, 2009

REQUIRED QUALIFICATIONS: Inspector I-Bachelor's degree from an accredited university (in hand by hire date), plus 1 to 2 years of experience. Inspector II-Bachelor's degree and a minimum of three years experience in dairy/food industry. Evidence of good oral and written communication skills. Computer capabilities in word processing and database management. Ability to use independent judgment, and initiative, must be able to work independently and resolve issues that may involve conflict or dispute.

PREFERRED QUALIFICATIONS: Degree in animal, dairy, food science, or related field. Knowledge of dairy cattle industry and/or dairy foods processing industry and or food/milk transportation sector. Read and interpret schematic drawings/blueprints for milk facilities and pipeline systems. Ability to do training and proctor testing in field exercises. Bilingual abilities are welcome.

CONDITIONS OF EMPLOYMENT: Defensive driving training required within three months after employment. Driving record subject to investigation. Willing to travel 75 percent of the time, including overnight trips. Ability to work odd hours in high heat/moisture conditions and maintain good relations with various sectors of the dairy industry. After training, must be able to maintain certification by the U.S. Food and Drug Administration (FDA) to enforce the Pasteurized Milk Ordinance (PMO), including maintaining accurate inspection schedule and proficient inspection scores. Current territory subject to change as industry develops. Represent the department appropriately in the performance of duties. Provide clear, concise, and timely reports to division director.

DUTIES AND RESPONSIBILITIES: The inspector is under general supervision of the division director and is responsible for administering programs under the state laws governing the sale, quality, identity, safety, and labeling of milk and milk products.

- Inspects dairy farms, dairy plants, milk haulers, and milk tankers under state and federal laws.
- Maintains effective communication with the regulated industry and consumers of regulated products.
- Maintains knowledge of the PMO and the FDA dairy program.
- Develops enforcement cases for referral to the division director.
- Performs related work required to keep inspection area within set standards of the PMO and maintain 85 percent inspection score. Maintain data base of sample/haulers and milk tankers inspections and tests.
- Conducts training and proctoring of tests to haulers/samplers at milk transport locations across the state.
- Conduct yearly High Temperature/Short Time pasteurization training and proctor of tests for processors across the state.
- Performs other duties as assigned.

APPLICATION REQUIREMENTS: Applicant must meet all required qualifications and submit all the following: (1) NMDA application form including three references, (2) personal resume, (3) college transcripts, and (4) a letter of interest handwritten (by pen) by the applicant addressing qualifications. All materials must be received no later than the close of business on the deadline date above.

BENEFITS OFFERED: Group medical, dental, and hospital insurance; group life insurance; sick leave; annual leave; worker's compensation; unemployment compensation; and state education retirement. Opportunity for educational advancement.

All offers of employment, oral and written, are contingent on the university's verification of credentials, individual's eligibility for employment in the United States and other information required by federal law, state law, and NMSU policies/procedures, and may include the completion of a criminal history check.

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