



ANNOUNCEMENT OF POSITION AVAILABILITY

TITLE: Specialist I
Registration Specialist

REQUISITION #: 2008003349

EMPLOYER: New Mexico Department of Agriculture
Agricultural Services Division
Pesticide Management

REPLY TO: New Mexico Department of Agriculture
Attention: Richard Reyna
MSC 3189, Box 30005
Las Cruces, NM 88003-8005

DATE: May 1, 2008

SALARY: \$27,913.60-\$41,870.40

TELEPHONE: (575) 646-7523

POSITION LOCATION: Las Cruces, NM

APPLICATION REVIEW: June 1, 2008. Announcement will remain open until position is filled.

REQUIRED QUALIFICATIONS: Bachelors degree in agriculture, natural sciences, pest management, education or related field. One year minimum relevant work experience. Knowledge of pesticide products, application equipment, practices, and regulation. Ability to develop and manage multiple projects and deadlines; maintain effective working relationships with internal and external parties, analyze and evaluate information, and maintain accurate and orderly records. With minimal supervision, exercise independent judgment and initiative to accomplish duties and responsibilities.

CONDITIONS OF EMPLOYMENT: Defensive driving training required within three months after employment. Driving record subject to investigation. Ability to travel on in-state and out-of-state trips and work odd hours when requested. Ability to professionally represent the department in performance of job duties.

DUTIES AND RESPONSIBILITIES:

The specialist, under supervision of the registration and special programs manager is responsible for performing pesticide product registration activities including:

1. Process and register pesticides in New Mexico to include management of extensive electronic and paper files.
2. Review and evaluate pesticide products to ensure adherence to state and federal registration requirements.
3. Develop, evaluate, and update special registrations including Section 18 emergency exemptions, 24c special local needs, and experimental use permits.
4. Interpret and explain New Mexico Pesticide Control Act and attendant rules to the regulated community and interested parties.
5. Coordinate activities with program manager and other department personnel including inspectors and specialists.
6. Maintain effective communication with agricultural sectors, state and federal agencies, and regulated industry.
7. Update public outreach materials and website information concerning registration program activities or changes to laws, regulation or policies as needed.
8. Prepare and provide technical information for all required and requested reports.
9. Perform other duties as assigned.

APPLICATION REQUIREMENTS: A complete application consists of the NMDA application form (available at www.nmda.nmsu.edu), a cover letter, resume, copy of unofficial transcripts, and three references. The cover letter should be limited to three pages or less addressing each of the following: reason for interest in the job; education and work experience specifically relating to pesticides; and a description of specific work experiences related to the duties listed above, database utilization; and utilizing or enforcing regulations.

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

Offer of employment contingent upon verification of
Individual's eligibility for employment in the United States

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