

New Mexico State University
Professional Position Description

POSITION TITLE: State Seed Analyst

POSITION SUMMARY: To direct and manage the operation of the State Seed Laboratory.

KEY DUTIES AND RESPONSIBILITIES:

- Assure accurate and timely analyses of seed samples.
- Set laboratory procedures.
- Develop and monitor a quality assurance program to meet required standards.
- Analyze seed samples for pure seed, crop seeds, inert matter, weed seed, and noxious weed seed.
- Supervise, direct, delegate, and evaluate work of assigned staff.
- Train and supervise subordinate laboratory staff of professional, technical, or clerical personnel.
- Maintain liaison with appropriate state, federal, and private organizations.
- Perform related duties as required.

QUALIFICATIONS:

Knowledge of: University and department policies and procedures; seed testing rules, policies, and procedures; analytical techniques; laboratory quality assurance standards; principles and practices of organization and administration; principles of supervision, training, and performance evaluation.

Skill in: Short- and long-range planning; problem analysis and resolution; report preparation and presentation; public contact and relations; research methods.

Ability to: Direct, evaluate, train, and supervise the work of assigned personnel; communicate effectively in written and oral form; maintain accurate and orderly records; develop and maintain effective working relationships; use independent judgment and initiative; analyze and evaluate information.

REQUIRED EDUCATION AND EXPERIENCE:

A typical way to obtain this knowledge, skill and ability would be:

- Master's degree in biology or agronomy.
- 5 to 7 years of related experience.