

## Career Opportunity | Indiana Crop Improvement Association | Lafayette, IN

ICIA has been an industry leader in seed certification, seed quality testing, genetic testing and research for more than 120 years. ICIA is a non-profit, self-supporting agency that exists to provide services to member customers in the seed, grain, food and related industries. At ICIA, uncompromised quality and customer service are our top priorities.

### JOB SUMMARY

The Conventional Lab Director develops the operational strategy for the warm, cold and bioassay laboratories and ensures alignment with the corporate strategy. The Director will ensure that all testing standards and requirements are met through efficient workflows and safe execution. The Director supervises and develops the team of department heads and lab technicians while overseeing all program activities in the Conventional Seed Laboratory.

### DUTIES and RESPONSIBILITIES

- Helps develop and execute the Conventional Lab strategic plan
- Instills the Continuous Improvement culture with data driven performance metrics and maintenance of the improvement pipeline
- Manages all seed testing activities in the Conventional Lab
- Sets the tone of high standards of industrial hygiene and safety and owns the safety program in the Conventional Lab
- Assures all Conventional Lab tests are carried out according to the documented rules, guidelines, procedures and work instructions
- Manages the Conventional Lab operating budget and profitability
- Leads the Conventional Lab Sales & Operations Planning meetings and activities
- Participates in the coordination of inter-department part-time labor needs
- Oversees the lab supplies inventory and replenishment processes
- Ensures equipment calibration and maintenance are current
- Oversees the Conventional Lab training program
- Leads the Conventional Lab testing team through empowerment and distributed accountability
- Ensures fulfillment of all OECD tag orders, OECD certificates and reporting of such to US OECD Program Manager
- Performs Canadian Grading Testing (if accredited by USDA)
- Provides Conventional Lab performance analysis and reports to the COO and CEO
- Leads Root Cause Investigations and incident reviews
- Performs key roles in the Quality Management System ensuring lab operations meet the current ISO 9001 accreditation standards
- Works with the Marketing Director to fulfill customer needs and develop services

- Represents ICIA at seed testing meetings and conferences
- Prepares educational information and assist with workshops and other meetings
- Assists the Leadership Team with managing the business as needed

### REQUIRED KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of Seed Lab testing programs and procedures
- Knowledge of seed testing and seed testing equipment
- Knowledge of supplies, chemicals and other products used in various seed lab tests
- Knowledge of USDA Accredited Seed Lab Program
- Knowledge of the AOSA Rules for Testing Seed
- Knowledge of ISO Certification
- Ability to direct, coach and mentor employees
- Ability to write articles and reports
- Skills to perform various seed lab tests
- Skills in written and verbal communication
- Skills to troubleshoot problems and resolve conflict
- Flexibility to work in an environment with seasonal demands
- USDA Accredited Canadian Grader (if Registered Seed Technologist)

### QUALIFICATIONS

- Bachelor of Science Degree plus 8-10 years' experience in an agricultural related field
- Five years personnel management experience
- Proven supervisory and leadership effectiveness with emphasis on team culture
- Professional certification such as Registered Seed Technologist preferred
- Expertise in seed testing and seed lab activities and operations
- A commitment to the mission and ISO Quality Policy of the organization
- An attitude toward work which includes safety, flexibility, initiative, cooperation and a willingness to get the job done.

### WORKING CONDITIONS AND PHYSICAL DEMANDS

- Work including general office and seed laboratory activities
- Work involving the use of supplies and chemicals related to seed testing and seed testing equipment
- Ability to lift and carry 25-pound packages of supplies or other materials
- Driving licensed motor vehicles

### CONDITIONS OF EMPLOYMENT

- This is a full-time, twelve-month exempt position
- Due to the nature of duties and responsibilities of this position, the individual must be willing to accept a time commitment which at times could exceed 40 hours per week and which could include some evening and weekend work
- Written acceptance of the Association's Personnel Policy Guide for full-time employees
- Must be a US Citizen or Permanent Resident

Interested candidates should submit résumé to [icia@indianacrop.org](mailto:icia@indianacrop.org) by Monday, June 29