

OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD AND FORESTRY RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

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The Oklahoma State Department of Agriculture, Food, and Forestry is accepting applications for the following position in the Consumer Protection Services Division:

## **AGRICULTURAL SERVICES ADMINISTRATOR**

**WORKING TITLE: Pesticide Programs Administrator**

NUMBER OF VACANCIES: One (1)

POSITION NUMBER: 04000453

ANNOUNCEMENT NUMBER: 11-18

**Job Code:** L41A  
**Level:** I  
**Salary Band:** N  
**Hiring Range:** \$3,492.17 - 5,820.25  
**Work Location:** 2800 N. Lincoln Boulevard, Oklahoma City, OK  
**Supervisor of Position:** Bill Taylor, Agricultural Services Administrator II  
**Posting Date and Time:** Wednesday, December 7, 2011 - 8:00 a.m.  
**Application Deadline:** Friday, December 30, 2011 at 5:00 p.m.  
**Special Requirements:** Applicants must be willing and able to fulfill all job-related travel

“Position Profile” attached \*

**Applicant Source:** Applicants responding to this announcement must have permanent status in the classified service with the Department of Agriculture, Food, and Forestry or any Oklahoma State Agency, or be eligible for reinstatement to the classified service. Department may consider any and all recruitment sources under the Oklahoma Personnel Act. Additionally, ODAFF may request a Certificate of Eligibles from the Office of Personnel Management.

**Method of Application:** Current State of Oklahoma employees in the classified service or those having reinstatement rights to the classified service must submit the following application materials:

- ~ A cover letter stating the title and announcement number of the position for which you are applying, a mailing address, a daytime telephone number where you may be reached and your e-mail address.
- ~ A completed original (with original signature) Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- ~ A copy of most recent Performance Management Process (PMP) and current Leave records
- ~ A resume (with references)

This information should be submitted to Dinah Dean, Human Resources Office, Oklahoma Department of Agriculture, Food, and Forestry, P. O. Box 528804, Oklahoma City, OK 73152, by 5:00 p.m. on December 30, 2011.

Applicants who have no previous classified State service, applicants in unclassified status or applicants currently in probationary status must apply online through the Office of Personnel Management OKCAREERS link at [www.opm.ok.gov](http://www.opm.ok.gov).

**For Further Information Concerning This Position Please Contact:** Bill Taylor at (405) 522-6347.

**Six (6) month trial period or one (1) year probationary period may be required.**

\*The job family descriptor (JFD) for this position is available at [www.opm.ok.gov](http://www.opm.ok.gov)

\*\*\*\*\* An Equal Opportunity Employer and Provider \*\*\*\*\*

# **PESTICIDE REGISTRATION PROGRAM JOB PROFILE**

- Responsible for the review and processing of over 12,000 pesticide registrations annually;
- Prepare and submit Emergency Pesticide Use Exemption requests (Section 18's);
- Review and process Special Local Needs (24 c's) applications;
- Monitor and review EPA inspections including the assignment and preparation of Notices of Violation;
- Review of approximately 2000 pesticide samples annually to determine compliance with laws and regulations;
- Oversee activities associated with the Biotechnology Act;
- Administer the Pesticide Producer Facility Program including the oversee of field inspector activities relating to pesticide manufacturers and facilities that sell pesticide products;
- Conduct necessary enforcement actions require when violations of the Combined Pesticide Law and Rules are identified;
- Review 2(ee) recommendations for off label use of pesticides;
- Oversee programs identified in the EPA Work Program;
- Prepare and submit grant proposals for programs associated with the safe use of pesticides.
- Administer the pesticide dealer permit program including the issuing of Restricted Use Dealer Permits and Non-restricted Use Dealer Permits for facilities that sell pesticides.
- Insure that all documents associated with these programs and activities are scanned and stored in our document imaging program in systematic order so that retrieval and accuracy be maintained.