

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MANAGER, SEED ANALYSIS LAB

Reports To: Designated Supervisor

UW Job Code: 3061

UW Job Family: 36 - Agriculture Extension and Research

SOC Code: 11-9121

FLSA: Exempt

Pay Grade: 26

Date: 10-22-13

JOB PURPOSE:

Manage and supervise the financial, operational, and personnel operations for the Seed Analysis Laboratory. Perform all administrative duties for the Seed Lab; coordinate lab activities with the lab supervisor; develop and administer the operational budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the financial, operational and personnel operations for the Seed Analysis Laboratory.
- Prepare and administer biennial budget. Prepare and present the annual operations report.
- Hire employees, coordinate lab activities with the lab supervisor. Maintain inventories, equipment, and all records and logs associated with the Seed Lab.
- Represent the Seed Lab at meetings and conferences as required. Communicate with clients, seed industry representatives, the general public and other governmental and regulatory agencies.
- Perform seed testing as required.
- Oversee the preparation of monthly reports and billing of invoices.

SUPPLEMENTAL FUNCTIONS:

- Travel and/or work evenings and weekends as required.

COMPETENCIES:

- Delegating Responsibility
- Integrity
- Adaptability
- Collaboration
- Formal Presentation Skills
- Technical/Professional Knowledge
- Stress Tolerance

- Quantity of Work

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **5 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid driver's license**
- **Registered Seed Technologist**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Seed analysis theory, research methods and techniques.
- Seed testing, including standard purity and germination tests.
- Advanced laboratory procedures.
- Agricultural facilities and equipment required to ensure safe and efficient operations.
- University budget and fiscal management principles and procedures.
- Effective communication, orally and written.
- Policy development and revision.
- Safety rules and regulations applicable to work being performed in area.
- Applicable University, federal, state policies and procedures.
- Computer software and database applications applicable to area.
- Management of research facilities.
- Records maintenance and management.
- Planning methods and budget management for large farming operations.
- Business practices, financial reporting, and cost projections.
- Report and technical writing.
- Employee development and performance management processes and procedures.

Skills and Abilities to:

- Develop and manage a budget.
- Provide senior-level operational leadership.
- Hire, train, schedule, supervise and evaluate assigned support staff.
- Communicate effectively, both orally and in writing.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Maintain quality under pressure of quantity productions.
- Maintain and complete accurate records.
- Formulate policy, develop and implement new strategies and procedures.
- Develop and manage project goals and objectives.
- Prepare cost estimates and forecast cost accounting.

- Manage, operate, maintain, and improve area operations.
- Establish, direct, and enforce policies and regulations.

WORKING CONDITIONS:

Office environment and laboratory.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.