



EMPLOYMENT OPPORTUNITY

Washington State Department of Agriculture
1111 Washington Street, P.O. Box 42560
Olympia, WA 98504-2560
(360) 902-1976

WASHINGTON MANAGEMENT SERVICE (WMS)

Farm-to-School Program Manager

\$56,005 - \$70,367 annually, depending on qualifications

The Washington State Department of Agriculture (WSDA) is seeking a Farm-to-School Program Manager. This is a full-time Washington Management Service (WMS) position based in Olympia, Washington.

The Department of Agriculture's Mission:

WSDA serves the people of Washington State by supporting the agricultural community and promoting consumer and environmental protection.

Agency Profile

The Washington State Department of Agriculture's mission is to serve the people of Washington State by developing and implementing sound public policies that support a viable agricultural industry and promote consumer and environmental protection.

The Department employs over 500 employees on a permanent basis and up to 250 additional employees on a nonpermanent basis for various seasonal workload needs in jobs ranging from brand inspectors, grain inspectors, and food safety officers, to computer information consultants and accountants. Offices and employees are located throughout the state.

Scope of this Position

This position will lead the new state Farm-to-School Program (created by SB 6483) to increase the purchase of Washington-grown foods by Washington schools thereby improving student nutrition and benefiting local farmers. Washington-grown food includes food that is grown and packed or processed in Washington. This new program will have high visibility and active participation by several agencies and by agricultural, child nutrition and environmental interests.

This position will work with the state agencies, major stakeholder organizations, producers and distributors, and vendors to identify policy and procedural changes needed to facilitate increased procurement of Washington-grown foods by schools. The position will coordinate the agency's implementation of these changes, and encourage adoption of these procedures by the school districts. The Program Manager will also work with appropriate agencies to access any funding available through the Federal Farm Bill.

The Farm-to-School Program Manager will be part of the agency Director's Office and work as part of a team with the Small Farm Direct Marketing program and other agency programs.

Principal Responsibilities

Duties include but are not limited to the following:

- Working with key agencies and stakeholders to identify obstacles to the purchase of local foods by schools and vendors that supply the schools; recommending and/or implementing changes to remove these obstacles;

- Working with the major food distributors to increase the abundance, variety and availability of local foods to schools;
- Providing guidance and direction to staff for developing mechanisms to allow smaller farms to sell to schools, and to assist schools to identify suitable vendors and assure proper quality and safety;
- Developing marketing and publicity programs to encourage local support for the purchase of local products;
- Working closely with department staff, key food companies and growers, state and federal agencies, etc. to implement this program;
- Hiring and supervising personnel;
- Managing the program budget;
- Contracting for services;
- Developing and tracking performance measures consistent with the Governor's Management, Accountability and Performance program (GMAP);

Desirable Qualifications:

A Bachelor's degree or higher in business, marketing, agriculture or equivalent, and at least five (5) years of experience in the food business involving sales, buying, marketing, or business development.

The ideal candidate will have:

- Experience in the food distribution industry and the purchasing of food products;
- Experience developing large marketing programs;
- Experience with large volume sales and/or purchasing;
- Experience selling to, or buying for schools or institutions; and
- Experience managing complex, collaborative projects.

Application Procedure:

Interested persons should send a one-page letter of interest with a current resume or State employment application; answers to the attached supplemental questionnaire; a list of five or more professional references and their phone numbers; and a completed Profile Data Sheet (attached). The Profile Data Sheet is optional.

This announcement will remain open until the position is filled. Interviews will begin the week of June 23, 2008.

Applicants are encouraged to apply electronically. Please e-mail the requested application documents to hr@agr.wa.gov.

If you are unable to apply electronically, please send the requested application documents to the following address:

Washington State Department of Agriculture
 Attention: Linda Pentt, HR Consultant
 P. O. Box 42560
 Olympia, WA 98504-2560

Or fax to (360) 902-1821

The Department of Agriculture is an equal opportunity employer (EOE). Persons of disability needing assistance in the application process, or those needing this job announcement in an alternative format may call (360) 902-1979 or TDD (360) 902-1996.

Supplemental Questionnaire

Please answer the following questions on a separate piece of paper and include in your application packet.

1. What is your experience in developing a marketing program? What was your specific role and responsibility in that endeavor? How successful was the marketing program and what lessons were learned?
2. Part of this job will be to work collaboratively with a variety of agencies, stakeholders groups, agricultural producers, local school districts and other interested parties. What is your experience working collaboratively with diverse groups and guiding a group to successfully implement a program? What specific roles and responsibilities have you had in this process?
3. Describe any experience you may have working in food distribution systems. Please note any specific experience you may have working with food distribution systems to schools or institutions.
4. This job will require creativity and problem solving skills. Please describe a situation where you were required to use these skills, and how you affected the outcomes.
5. What other experience do you have that would be beneficial to this position that you have not already expressed in your cover letter or resume?

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PROFILE DATA SHEET

The Washington State Department of Agriculture is an equal opportunity employer and encourages disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply. As a separate part of the application process, you are requested to voluntarily answer the following and return it with your completed application. Your answers will be treated as confidential.

Name: _____ Social Security #: _____

Birth date: _____ Male Female

ETHNIC ORIGIN (Check the box of the group with which you identify yourself. See definitions on back of form.)

- White / Caucasian
 - Black / African-American
 - Indian / Native American
- (Please identify name of enrolled or principal tribe.)

- _____
- Eskimo
- Aleut

Spanish, Hispanic, or Latino:

- Mexican, Mexican-American
 - Puerto Rican
 - Cuban
 - Other Hispanic / Latino: (please specify)
- _____

Asian or Pacific Islander (API). Please check only one box:

- Chinese Vietnamese
 - Filipino Asian Indian
 - Hawaiian Japanese
 - Korean Cambodian
 - Samoan Laotian
 - Guamanian
 - Other API (please identify):
- _____

Multi Racial: If you are more than one race, indicate your preference for Affirmative Action purposes:

Other Race: Please indicate race or culture and list in order of preference for Affirmative Action purposes:

DISABILITY:

Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, or learning?

- Yes No

Do you have a physical, mental, or other health condition that has lasted six (6) or more months and limits the kind or amount of work you can do at a job?

- Yes No

VETERAN STATUS:

Have you ever been on active duty in the U.S. Armed Forces:

- Yes No Dates: _____

Are you a Vietnam-era Veteran? Do you have a service-connected disability? Yes No

- Yes No If yes, list percent of disability: _____%

Signature

Date