



ANNOUNCEMENT OF POSITION AVAILABILITY

TITLE: Registration Specialist I or II
Pesticide Compliance Section

REQUISITION #: 2009010624

EMPLOYER: New Mexico Department of Agriculture
Agricultural and Environmental Services Division

REPLY TO: New Mexico Department of Agriculture
Attention: Richard Reyna
MSC 3189, Box 30005
Las Cruces, NM 88003-8005

SALARY: Commensurate with qualifications

POSITION LOCATION: Las Cruces, NM

TELEPHONE: (575) 646-7523

DEADLINE FOR APPLYING: Review of applications will begin September 24, 2009 and will remain open until filled.

REQUIRED QUALIFICATIONS: Bachelors degree in agriculture, natural sciences, pest management, education or related field. **Specialist I** - One year minimum experience in agricultural or pesticide related fields. **Specialist II**- Three year minimum; Masters degree in related field may be substituted for 2 years experience. Knowledge of pesticide products, application equipment, practices, and regulation. Ability to develop and manage multiple projects and deadlines; maintain effective working relationships with internal and external parties, analyze and evaluate information, maintain accurate and orderly records. With minimal supervision, exercise independent judgment and initiative to accomplish duties and responsibilities.

CONDITIONS OF EMPLOYMENT: Defensive driving training required within three months after employment. Driving record subject to investigation. Ability to travel on in-state and out-of-state trips and work odd hours when requested. Ability to professionally represent the department in performance of job duties.

DUTIES AND RESPONSIBILITIES: The specialist, under supervision of the registration and special programs manager, is responsible for performing pesticide product registration activities including:

- Processing and registering pesticides in New Mexico. Includes management of extensive electronic and paper files.
- Review and evaluate pesticide products to ensure adherence to state and federal registration requirements.
- Develop, evaluate, and update special registrations including Section 18 emergency exemptions, 24c special local needs, and experimental use permits.
- Interpret and explain New Mexico Pesticide Control Act and attendant rules to the regulated community and interested parties.
- Coordinate activities with program manager and other department personnel including inspectors and specialists.
- Maintain effective communication with agricultural sectors, state and federal agencies, and regulated industry.
- Update public outreach materials and website information concerning registration program activities or changes to laws, regulation or policies as needed.
- Provide technical information for and prepare all required and requested reports.
- Perform other duties as assigned.

APPLICATION REQUIREMENTS: A complete application consists of the NMDA application form (available at www.nmda.nmsu.edu), a resume including three references, and a cover letter limited to three pages or less addressing each of the following: reason for interest in the job; education and work experience specifically relating to pesticides; and a description of specific work experiences related to the duties listed above as well as database utilization and utilizing or enforcing regulations.

Reply to New Mexico Department of Agriculture, Human Resources, MSC 3189, Box 30005, Las Cruces, NM 88003-8005.

BENEFITS OFFERED: Group medical and dental insurance, group life insurance, long-term disability insurance, state educational retirement, worker's compensation, sick leave, annual leave, and unemployment compensation. Opportunity for educational advancement.

All offers of employment, oral and written, are contingent on the university's verification of credentials, individual's eligibility for employment in the United States and other information required by federal law, state law, and NMSU policies/procedures, and may include the completion of a criminal history check.