



# Direct Hire Career Opportunity Bulletin

## DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY

State House Station #28 \*Offices Located at Harlow/Williams Pavilion/Deering Buildings – Augusta, ME  
04330

### CERTIFIED SEED PROGRAM MANAGER

<http://www.maine.gov/dacf>

Public Service      Career Diversity  
Retirement Promotional Opportunities  
Benefits Over 10,000 Employees  
Paid Holidays      Statewide Locations  
Training Seasonal Jobs  
Full Time    Part Time

**HOW TO APPLY:** Interested applicants need to complete and submit a State of Maine Direct Hire Online Application, along with a Cover Letter and a detailed Resume at: <https://www.maine.gov/nrsc/jobs/index.shtml#acf>

Direct Hire Application forms can be obtained at the NRSC website: <https://www.maine.gov/nrsc/jobs/application.shtml>

If you are unable to apply online, please mail application materials to:  
Natural Resources Service Center  
c/o Kristin McCamish  
32 Blossom Lane  
Marquardt Building  
Augusta, ME 04333-0155

**Applications must be received by:  
December 30, 2024**

**Opening Date:** December 06, 2024  
**Closing Date:** December 30, 2024  
**Location:** Presque Isle  
**Position #:** 00500-0215  
**Position Type:** Full Time  
**Class Code:** 9142  
**Grade/Salary:** Grade 25 (Supervisory) - \$57,408.00 - \$81,078.40 Per Year

*The Department of Agriculture, Conservation and Forestry is recruiting for the position of Certified Seed Program Manager.*

**BRIEF JOB DESCRIPTION:** This is administrative services work of a managerial nature in directing the statewide Seed Certification Program. Responsibilities include planning, coordinating, and directing program operations; developing and implementing policies and procedures; developing annual budgets and monitoring expenditures; issuing certifications; issuing final decisions related to disputed inspection results and/or certification issues; and serving as the department's liaison with the industry on policy and program matters. Supervision is exercised over professional and clerical employees. This will involve managing and coordinating the post-harvest seed testing program, compiling and examining operational data in order to prepare reports, monitor operating budget, identify and implement program efficiencies and writing articles and preparing presentations for meetings focusing on the Certified Seed, Program, new disease developments, and other related topics. Occasional Field work can be expected. This position is responsible for conducting complex and technical planning and research.

**For questions specific to the position,** please contact Megan Patterson at: [Megan.L.Patterson@maine.gov](mailto:Megan.L.Patterson@maine.gov)

**MINIMUM QUALIFICATIONS:** Bachelors Degree in Agriculture related field or Business with experience in agronomy, crop science, horticulture, entomology, plant pathology. Experience to include two (2) years administrative experience in managing or directing a program or organization that includes some supervisory responsibility. Directly related experience may be substituted for education on a year-for-year basis.

**LICENSING/CERTIFICATION REQUIREMENTS:** *(These must be met by all employees prior to attaining permanent status in this class):*

Authorized to write Phytosanitary Certificates allowing exportation of Maine seed potatoes.

Commercial Applicator-Master License (within the first year of employment)

**The successful candidate will have:**

- Experience in food-supply-chain systems
- Prior experience in delivering business technical support to stakeholders; and working with software programs
- Experience developing budgets, work programs, contracts, and cost analyses
- Knowledge of federal grant programs with the ability to interpret and administer program requirements and prepare project and financial reports; and write comprehensive reports that document findings, conclusions, and recommendations
- Experience monitoring and auditing grant projects and/or subaward contracts to ensure that federal awards are used appropriately, performance goals are achieved, and to ensure compliance
- Ability to complete tasks within budget and within a specified order of operations

No matter where you work across Maine state government, you find employees who embody our state motto —"Dirigo" or "I lead"—as they provide essential services to Mainers every day. We believe in supporting our workforce's health and wellbeing with a valuable total compensation package, including:

- **Work-Life Balance** – Rest is essential. Take time for yourself using **13 paid holidays, 12 days of sick leave, and 3+ weeks of vacation leave** annually. Vacation leave accrual increases with years of service, and overtime-exempt employees receive personal leave.
- **Health Insurance Coverage**– The State of Maine pays **85%-100%** of employee-only premiums (\$11,196.96-\$13,172.88 annual value), depending on salary. Use this chart to find the [premium costs](#) for you and your family, including the percentage of dependent coverage paid by the State.
- **Health Insurance Premium Credit** – Participation decreases employee-only premiums by 5%. Visit the Office of Employee Health and Wellness for more information about [program requirements](#).
- **Dental Insurance**– The State of Maine pays 100% of employee-only dental premiums (\$358.08 annual value).
- **Retirement Plan**– The State of Maine contributes at least **13.29% of pay** to the Maine Public Employees Retirement System (MainePERS), on behalf of the employee.
- **Gym Membership Reimbursement**– Improve overall health with regular exercise and receive up to \$40 per month to offset this expense.
- **Health and Dependent Care Flexible Spending Accounts**– Set aside money pre-tax to help pay for out-of-pocket health care expenses and/or daycare expenses.
- **Public Service Student Loan Forgiveness**– The State of Maine is a qualified employer for this federal program. For more information, visit the [Federal Student Aid office](#).
- **Living Resources Program** – Navigate challenging work and life situations with our employee assistance program.
- **Parental leave** is one of the most important benefits for any working parent. All employees who are welcoming a child—including fathers and adoptive parents—receive **forty-two (42) consecutive calendar days of fully paid parental leave**. Additional, unpaid leave may also be available, under the [Family and Medical Leave Act](#).
- **Voluntary Deferred Compensation**– Save additional pre-tax funds for retirement in a MaineSaves 457(b) account through payroll deductions.
- Learn about **additional wellness benefits** for State employees from the [Office of Employee Health and Wellness](#)

There's a job and then there's purposeful, transformative work. Our aim is to create a workplace where you can learn, grow, and continuously refine your skills. Applicants demonstrate job requirements in differing ways, and we appreciate that many skills and backgrounds can make people successful in this role.

As an Equal Opportunity employer, Maine State Government embraces a culture of respect and awareness. We are committed to creating a strong sense of belonging for all team members, and our process ensures an inclusive environment to applicants of all backgrounds including diverse race, color, sex, sexual orientation or gender identity, physical or mental disability, religion, age, ancestry, national origin, familial status or genetics.

If you're looking for a great next step, and want to feel good about what you do, we'd love to hear from you. Please note reasonable accommodations are provided to qualified individuals with disabilities upon request.

### ***Thinking about applying?***

Research shows that people from historically excluded communities tend to apply to jobs only when they check every box in the posting. If you're currently reading this and hesitating to apply for that reason, we encourage you to go for it! Let us know how your lived experience and passion set you apart.