



## **Project Manager: Meat and Poultry Inspection Program** Director's Office

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At the pleasure of the Director, the Project Manager directs, manages, supervises, and coordinates the activities and operations of the Nevada Department of Agriculture's (NDA) new meat and poultry inspection program. Over the course of two years, the project manager will be responsible for developing and implementing a state meat and poultry inspection program to address supply chain issues in Nevada. This position is funded through the American Rescue Plan Act to help Nevada and the agriculture industry recover from supply chain disruptions due to the COVID-19 pandemic and build a program to support processing in the future.

This is a full-time contract position with the NDA for a period of two years. Ability to work remotely possible. Salary is \$36.48 per hour as a contract employee.

- **Specific Duties:**
    - Strategize the implementation steps and timeline of the state meat and poultry inspection program
    - Work with USDA on the adoption of a Nevada meat and poultry inspection program cooperative agreement
    - Hire an inspector to lead trainings and develop standard operating procedures
    - Hire an inspector/educator to work with industry on inspection readiness, environmental plans and safety plans
    - Develop and maintain effective relationships with other states, federal agencies and industry to create a robust program
    - Seek out opportunities for federal funding for the department and industry
    - Prepare and execute administrative rulemaking changes to support the legal and financial operations of the program
    - Work with NDA colleagues to develop communication and financial plans
    - Create educational materials and presentations for meetings with local government officials on processing
    - Prepare monthly reports for the Director and selected staff
    - Act as the subject matter expert for legislative and public inquiries
  - **Functional Requirements**
    - Light to moderate lifting, 20 pounds with occasional lifting of up to 40 pounds
    - Occasional bending or kneeling
    - Drive a vehicle to perform duties
    - Statewide travel is required, out of state travel may periodically be required
  - **Environmental Factors**
    - Working indoors and occasionally outdoors
    - May be required to wear appropriate safety protection
    - Working in cold temperatures for short periods of time
  - **Minimum Qualifications**
    - Project management experience including budgeting, staff hiring and supervision
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- Preferred Qualifications
  - Knowledge of and familiarity with laws and policies relating to public meetings, administrative procedures, and ethics
  - Experience working with the livestock industry
  - An understanding of the US food supply chain
  - Knowledge or experience in food science, food safety, microbiology, biology, or animal science

Position open until filled. Please send a cover letter, resume and list of references to:

Samantha Bellwood  
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