

Certification Technical Supervisor Oregon Tilth Certified Organic

Job Description

Purpose: The Certification Technical Supervisor is the technical expert for the appropriate certification program, either Processing (handlers) or Farm (crop and livestock). The Certification Technical Supervisor's primary responsibilities are to supervise assigned certification officers in their respective programs, to be a technical expert for certification personnel, and to inform programmatic policy development.

A. Technical Resource

1. Serve as resource for staff, contractors, and operators regarding technical standards questions/issues.
2. Serve as a resource and provide support to management on technically complex certification issues.
3. Deliver technical training to certification personnel and industry as needed.

B. Regulatory Context and Background

1. Maintain thorough understanding, and provide regulatory reports/assessment as necessary, of all relevant aspects of NOP regulations and other standards. Other standards may include international organic standards, private standards, or other non-organic related standards.
2. Maintain familiarity with referenced and/or related regulations (i.e. FDA, USDA, AAFCO, TTB, State laws) and connection to certification standards regarding production, manufacturing, handling and/or labeling, as necessary.
3. Participate in National Organic Standards Board meetings and other relevant trainings and events to stay current on present and future rulemaking, industry climate and collaborate with other certifiers.

C. Policy Development

1. Coordinate with other staff or departments to develop, maintain, and improve resources and systems related to certification policy and procedure.
2. Assist in development of the organization's positions and comments with regard to public rulemaking, private standards development as well as other applicable regional, national and international policy development.
3. Deliver public comment and testimony (written and/or oral) on behalf of organization, as necessary.
4. Coordinate with other relevant groups within the organic industry (ACA, Certifiers, Material Review Organizations, clients, etc) to inform policy development.

D. Personnel Management

1. Assist in hiring Certification Officers as requested
2. Supervise certification officers as assigned.

Job Specification

Telecommute option, with Management approval

Exempt

Full-Time

The qualifications for the job of Certification Technical Supervisor include the following:

A. Education and Experience

1. Bachelor's Degree or equivalent work experience, advanced degree preferred

B. Computer Skills

1. Database management
2. Word Processing
3. Email and Internet

C. Skills

1. Communication
2. Writing
3. Organization
4. Detail oriented
5. Multi-task
6. Presenting to groups

D. Specific Skills and Abilities

1. Requires high-level exercise of discretion and judgment
2. Customarily and regularly utilizes expertise to inform decisions of significance
3. Ability to work as member of a team, and interface with other branches of the organization
4. Ability to solve problems and make decisions under pressure and time constraints
5. Ability to assess and evaluate current and future work loads
6. Ability to develop and implement new systems as required by growth and changes in the industry
7. Ability to communicate well with staff and clients; to explain technical aspects of standards clearly