

Purpose Statement: The following Career Guides are meant to provide employees with information about a variety of training and development concepts that maybe useful for positions within GIPSA. The agency surveyed employees, supervisors, and managers within critical occupational series about their current, and former jobs. They were asked to identify skills needed to be effective as team leaders, supervisors or managers within their job series. As a result, they identified competencies and training that they observed as useful to assist with career development within their job series. As an outcome, GIPSA is providing Career Guides to assist employees with determining their training needs with regard to the identified critical job series.

Disclaimer: Requesting training as listed in the career guides does not guarantee approval. Training requested by employees will be assessed on a case-by-case basis with respect to existing regulations and policies. Participating in identified training and/or development activity is *not* a guarantee of promotion.

Note: The Career Guides are not a comprehensive or a final list of all training and development sources for each job series.

GS 1980 Supervisory Agricultural Commodity Grader (Field Office Manager)

Position Description:

This position assists the Field Management Division Director with the managing and coordinating programs for mandatory inspection and weighing services at export locations and federal oversight of agencies performing inspection and weighing services through the delegation and/or designation arrangement

Duties and Responsibilities:

- Recommends to FMD Director revisions, modifications, and new program policies or procedures for conducting inspection activities and participates fully in directing and coordinating a nationwide program to provide for the administration and enforcement of the USGSA and the permissive inspection commodities under the AMA within the circuit.
- Formulates and implements organizational changes necessary to ensure that field office operations are cost effective and efficient and are serving the needs of the users of FGIS' services.
- Ensures the long-range viability of the field office by building and maintaining a strong and knowledgeable staff; accurately forecasting expenses and revenues (user fees); and building and maintaining conducive working relationships with private sector grain executives.
- Directs and coordinates the assignment of personnel based on daily workload and anticipated seasonal movement of grain and commodity inspections through subordinate supervisors.
- Identifies, schedules, and provides training for all official personnel through officially established procedures; ensures that training meets agency requirements; oversees the grading courses and instruction of federal and licensed graders concerning new or revised policies and/or procedures.
- Ensures that official certificates covering inspection, weighing, and other services are prepared and issued to members of the grain and rice industries in a timely manner and provides a system for preparing billing documents for submission to the USDA's National Finance Center.
- Implements the FGIS safety program to ensure that all FGIS employees work in a safe environment.

This career guide is for information purposes only. Using the guide information does not guarantee promotion or training opportunities.

GIPSA POSITION CAREER GUIDE

- Serves as reviewing official of performance appraisals for personnel in the field office.
- As the senior FGIS official in the circuit, reports to headquarters' management officials on the effectiveness and efficiency of operations, which requires accurate forecasting and anticipation of variations in workload, staffing, and industry cycles.

Career Paths:

A combination of the positions you hold and the training and education you receive will help you meet the needed competencies

<i>Competencies</i> (this is a list of technical and leadership competencies and requirements necessary to obtain the position)	<i>Positions</i>	<i>Education/ Training</i>
Human Capital Management <ul style="list-style-type: none"> • Skill in directing and coordinating the activities of subordinates, supervisors and employees 	Agricultural Commodity Technician	Specific education is not required.
Written & Oral Communication <ul style="list-style-type: none"> • Skill at communicating effectively both verbally and in writing 	Agricultural Commodity Grader	
Conflict Management <ul style="list-style-type: none"> • Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner 	Supervisory Agricultural Commodity Grader (Shift Supervisor)	
Developing Others <ul style="list-style-type: none"> • Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods 	Quality Assurance Specialist	
Team Building <ul style="list-style-type: none"> • Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals 	Quality Assurance Specialist Supervisor	
Customer Service <ul style="list-style-type: none"> • Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement. 	Assistant Field Office Manager	
Decisiveness <ul style="list-style-type: none"> • Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions 		

This career guide is for information purposes only. Using the guide information does not guarantee promotion or training opportunities.

This career guide is for information purposes only. Using the guide information does not guarantee promotion or training opportunities.