

**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 mission critical job 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.

### **Supervisory Grain Marketing Specialist, GS-1146-14**

#### **Position Description:**

The incumbent serves as the Chairman for the Board of Appeals and Review (BAR) and is responsible for the development, leadership and management of all programs and activities of the BAR. Through a staff of specialists, the incumbent provides expert technical advice to the Division Director on a wide variety of difficult and important assignments regarding GIPSA's sensory and physical testing programs.

#### **Duties and Responsibilities:**

- Provides full administrative and technical supervisory authority (over agricultural commodity graders, and agricultural commodity technicians) and plans, organizes, directs and coordinates the activities of the Branch.
- Responsible for developing, managing and leading the functions of the BAR by providing sensory inspection test development, quality control, and leadership.
- Provides expert technical advice to the Division Director regarding new or revised methods involving inspection test development and quality control programs.
- Serves as a liaison with industry and academia regarding the modification of existing or development of new methods. Prepares reports and briefings on special technical issues confronting the director. Studies technical program proposals and reports the projected impact.
- Provides support to other branches in the collection, compilation, receipt, preparation, and maintenance of grain samples and materials for analysis, training, evaluation, research, immediate reference and historical reference to develop, maintain and support the decisions of the Agency.

**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>
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<p>Accountability</p> <ul style="list-style-type: none"> <li>• Holds self and others accountable for measurable high-quality, timely, and cost-effective results</li> <li>• Determines objectives, sets priorities, and delegates work</li> <li>• Accepts responsibility for mistakes</li> <li>• Complies with established control systems and rules</li> </ul> <p>Oral &amp; Written Communication</p> <ul style="list-style-type: none"> <li>• Makes clear and convincing oral presentations</li> <li>• Listens effectively; clarifies information as needed</li> <li>• Writes in a clear, concise, organized, and convincing manner for the intended audience</li> </ul> <p>Customer Service</p> <ul style="list-style-type: none"> <li>• Anticipates and meets the needs of both internal and external customers</li> <li>• Delivers high-quality products and services</li> <li>• Is committed to continuous improvement</li> </ul> <p>Problem Solving</p> <ul style="list-style-type: none"> <li>• Identifies and analyzes problems</li> <li>• Weighs relevance and accuracy of information</li> <li>• Generates and evaluates alternative solutions</li> <li>• Makes recommendations</li> </ul> <p>Flexibility</p> <ul style="list-style-type: none"> <li>• Is open to change and new information</li> <li>• Rapidly adapts to new information, changing conditions, or unexpected obstacles</li> </ul>	<p><u>Assistant Chairman</u></p> <p>↑</p> <p><u>Board Member</u></p> <p>↑</p> <p><u>Quality Assurance Specialist</u></p> <p>↑</p> <p><u>Inspector</u></p>	<p>One year of specialized experience (equivalent to the GS-12/13 levels) that demonstrates specialized knowledge of grain marketing AND practical knowledge of the broad range of grain and/or grain products marketing functions and activities</p>
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