

KANSAS ANIMAL HEALTH BOARD

**708 SW Jackson
Topeka, KS 66603-3714
785-296-2326**

JOB ANNOUNCEMENT

Position Title: Livestock Commissioner – Kansas Animal Health Department

Annual Salary: \$85,000 to \$110,000 per year + state benefits* (salary commensurate with qualifications)

Position Location: Central Office, 708 SW Jackson, Topeka, KS

Job Posting #: 164757

Opening Date: December 1, 2009 **Closing Date:** January 15, 2010

General Description

The Livestock Commissioner, appointed by the Kansas Animal Health Board responsible for overall administration of the agency's operations and accomplishment of the agency's goals and mission. Provides leadership to staff and acts as primary liaison to industry groups as well as the Kansas Legislature and other state, federal and international government agencies.

Essential Job Functions

- Oversees and administers the day-to-day operations of the animal health department.
- Administers the agency's budget.
- Serves as primary liaison between the department and livestock producers; companion animal facilities; producer associations; state, federal and international agencies; and members of the Kansas Legislature, Governor and Governor's staff.
- Conducts hearings and renders decisions based on the Kansas Administrative Procedures Act.
- Directly supervises the Director of the Kennel Inspection program, staff attorney, the disease control field staff, the emergency management specialist and the enforcement agents.

Minimum Qualifications

Graduation from a four year college or university with no less than five years experience, immediately preceding appointment, in the animal industry. Having livestock production experience, been involved in regulatory veterinary medicine or have practiced veterinary medicine. Must be skilled in public speaking, public relations and communications.

Knowledge, Skills and Abilities

- Knowledge of domestic livestock, disease control and eradication and an understanding of the companion animal industry.
- Ability to plan, organize, coordinate, review and evaluate the departments overall operations; to supervise professional and paraprofessional staff directly and through managers; to analyze and solve problems in both short and long term situations; to exercise sound judgment in evaluating situations and making decisions; to express concepts clearly and logically; to understand, interpret, explain and enforce regulations and policies; to be on call and to travel as necessary.

For Additional information about the position, contact Teresa Stephens at (785)296-2326

To Apply:

A fully completed and signed State of Kansas Application for Employment (DA-215) must be received by the closing date, January 15, 2010, along with three (3) professional references with contact information. A candidate's application must fully explain how he/she meets the minimum qualifications, or the candidate will be eliminated from further consideration. Resumes and other attachments are accepted only with a fully completed application.

Application forms are also available on the Kansas Animal Health Department's web site at www.kansas.gov/kaahd . **MAIL** the completed and signed application, resume, cover letter, and such to:

Kansas Animal Health Department
708 SW Jackson
Topeka, KS 66603-3714.

ON-LINE OR FAXED APPLICATIONS ARE NOT ACCEPTED.

*State Benefits include:

- Paid Vacation Leave
- Paid Sick Leave
- Paid State Holidays
- Paid Health Insurance
- Prescription Drug Benefits
- Retirement Benefits and Life Insurance
- Group Dental Insurance available
- Work with great people and a great industry

Applicants claiming Veterans' Preference must submit a copy of their DD-214 with their application materials.

The Animal Health Department is an Equal Opportunity Employer/VPE and encourages applications from all persons. Federal and State legislation prohibits discrimination of the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. Persons with disabilities are encouraged to contact Teresa Stephens if accommodations are needed in completing an application, interviewing and any other aspect of the employment process.