**Essential job functions – IGBWLA Director:**

The Director fulfills a variety of roles critical to enhancing and improving the grain buyers and warehouse industry in Indiana. The duties include:

1. Direct and coordinate the staff and duties of IGBWLA to fulfill the statutory obligation of IC 26-3-7 which include the following:
	1. Approve new license applications;
	2. Serve and fulfill the duties of Administrative Law Judge;
	3. Maintain auditing standards for implementation
	4. Coordinate and direct meetings and hearing with reference to violations; and
	5. Issue cease and desist orders and suspensions
2. Oversee the review and analysis of all financial statements and related documents of licensees for trends and completeness.
3. Audit facilities in an auditor capacity as needed.
4. Develop and revise Agency statutes, rules, policies and priorities for implementation of IC 26-3-7.
5. Serve as chairperson of the Indiana Grain Indemnity Corporation Board of Directors per IC 26-4-1.
6. Oversee licensees not meeting licensing requirements under IC 26-3-7.
7. Direct and supervise the audit program.
8. Organize and chair field staff meetings and education opportunities. These meetings will convene a minimum of 6 times each year.
9. Serve as resource and liaison for the Indiana Grain Indemnity Corporation, Indiana Corn Market Development Council, Indiana Soybean Alliance and other agriculture organizations as needed.
10. Manage the IGBWLA computer system and agency contracts.
11. Manage the budget for IGBWLA in coordination with the ISDA budget.
12. Manage the problem firm list which identify licensee’s not meeting licensing requirements and pose financial liability to producers.
13. Supervise and manage the IGBWLA staff.
14. Serve as Indiana’s delegate to the Association of Grain Regulatory Officials (AGRO).
15. Establish meaningful and effective working relationships with local, state, and federal government agencies, and the private sector to lay the groundwork for collaborative approaches to effective management of grain warehouses in the State of Indiana.
16. Serve as a member of ISDA’s senior staff
17. Fulfill other duties as assigned by the Deputy Director of Agriculture.

**Knowledge and Skills:**

1. Bachelor degree in an agriculture or business field. Master’s degree preferred.
2. Ability to understand financial statements and identify risk with grain markets and trends
3. A proven ability to manage and train staff
4. A proven ability to manage complex programs or products in the agriculture industry and understand multiple.
5. Ability to facilitate resolution of complex issues through an inter-organizational structure.
6. Knowledge of the principles and concepts of grain elevators and their practices.
7. Ability to problem solve with critical thinking skills.
8. Ability to work with federal and state government officials as well as private sector parties.
9. Ability to run professional meetings.
10. Understanding of checkoff programs, grain grading, grain contracts and warehouse receipts.
11. Knowledge of federal and state work environment regulations.
12. Excellent verbal and written communication skills
13. Ability to negotiate with representatives from diverse backgrounds
14. Competent in Word, Excel, Outlook, Access and Windows
15. Ability to develop procedures and training materials
16. Ability to work under pressure and quickly make critical decisions
17. Ability to climb bins for audit work
18. Maintain an Indiana Driver’s License

**Personal Work Relationships:**

Primary work is to build collaborative partnerships and resolve significant problems and issues affecting the grain industry. The work requires active participation, negotiation, and mediation in meetings, conferences, hearings, or presentations involving problems or issues of considerable importance to a variety of individuals, groups and organizations. The individuals involved frequently have diverse viewpoints, goals, or objectives that require the Director to develop a common understanding and recommend satisfactory solutions.

* Director has daily contact with staff in IGBWLA, ISDA, and other state government agencies.
* Director has daily contact with the public through face to face, phone, and written communication.