

NEBRASKA BRAND COMMITTEE

OVERTIME STATUS: Exempt

Area – District / Training Supervisor / Technology Support**DESCRIPTION**

Promotion to this position is achieved by satisfactorily performing all aspects of Inspector Grade 1 and understanding the electronic brand inspection program and related areas; followed by passing an oral examination that pertains only to job related questions and circumstances. Under supervision of the Chief Investigator / Chief of Field Operations, HR Manager and Technology Coordinator will be responsible for answering questions regarding inspection, procedures and policy along with scheduling of full-time and intermittent inspectors in assigned area. Supervisor will conduct employee performance evaluations and corrective actions as directed by the HR Manager.

This position will complete regular scheduled audits of Registered Feedlots that have been assigned to them. This position assists with the use, training and management of the electronic brand reporting system and other new technology systems that are implemented in the future. Supervisor will conduct local inspections, auction market sale as needed or assigned, or whenever services are requested. Works with other Nebraska Brand Committee personnel relating to IT under the direction of the IT Coordinator. More emphasis is to be placed on working without direct supervision. Obtaining a law enforcement certification optional.

EXAMPLES OF WORK

A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.

Will be responsible for directing the work load of all persons under their supervision. This will include schedules, hours to be worked, days off, vacations, and other similar details that affect workers and their availability. Will coordinate stray recovery and missing reports in their designated area improving consistency before forwarding reports to the Alliance office.

Will complete scheduled Registered Feedlot audit reports.

Inspects cattle in a sale barn, slaughter house, feedlot or pasture for brands to determine evidence of ownership before cattle are sold, change ownership or removed from the brand inspection area.

Provide technical and informational assistance and guidance to staff, customers and end users. Assistance with enterprise, client / server, and desktop computer environment situations. This work includes diagnosing hardware, software, website, network, and telecommunications problems and guiding users in resolving their problems.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED

These may be acquired on the job and are needed to perform the work assigned.

- This supervisor / Inspector will be charged with the responsibility of supervising & training full-time and intermittent inspectors, also new hires that will be undergoing training as brand inspectors.
- Will assist in the orientation of full-time and intermittent inspectors.
- Gather information from various sources that may be violations of state brand laws and forward the information promptly to the pertinent investigator.
- Make inspections on cattle.
- Trained to handle cattle and ability to train other inspectors in cattle handling.
- Knowledge of Brand Committee policies, procedures, handbooks, statutes, and other regulations.
- Documents the nature, status, and other details of user requests, and problem details from users.
- Provide technical interface between operations and clients.
- Provides training to new inspectors and classes for ongoing training to all staff.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED

Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.

- Knowledge of livestock industry.
- Knowledge of electronic inspection reporting system and able to answer questions regarding the electronic system.
- Operate computer and other office machines.
- Proficient in written and oral communication.
- Be familiar with iOS systems (iPads) and have relative comfort level using windows computers.
- Leadership, management expertise, public relations ability, personal conduct and job related knowledge.

- Personal appearance exhibiting leadership and management expertise to those they supervise and to the Public & Producers.
- Be 100% competent in use of the OnTheGo Inspection program
- Be proficient in use of Microsoft Outlook and emailing with attachments.
- Be proficient in the use of Ipads and laptops
- Troubleshoot and resolve email password conflicts and renewals
- Troubleshoot and resolve iPad security issues
- Be competent and knowledgeable using the NBC Admin system for inspection research, voids, holds, billing, RFL audits, customer accounts questions and brand enquiries
- Be proficient with the e-brand book
- Be involved in the discussion and testing of new functionality in dedicated programs as a member of the Beta team.
- Be able to troubleshoot not printing printers and get them back up and functioning,

JOB PREPARATION GUIDELINES

Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.

- Work experience as a brand inspector.
- Work experience in a similar position.
- Work experience in the livestock industry.
- High school education or equivalent plus one year of related post high school training.
- Project management courses, previous experience working with networks, hardware, or software support, IT analysis or development.
- Associate's or Bachelor's degree in relevant field.