



NEBRASKA BRAND COMMITTEE

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INSPECT • RECORD • POLICE

NEBRASKA BRAND COMMITTEE

EXECUTIVE DIRECTOR

JOB DESCRIPTION

POSITION SUMMARY

The Executive Director reports directly to the Nebraska Brand Committee and is responsible for implementing the Committee's policies, priorities, and directives while ensuring the efficient, professional, and accountable operation of the agency.

The Executive Director provides leadership and oversight for full-time and part-time personnel; agency finances and budgeting; official records and proceedings; brand inspection operations; regulatory compliance; stakeholder relations; legislative matters; and day-to-day administrative operations.

The successful candidate will demonstrate sound executive judgment, integrity, fiscal responsibility, strong communication skills, organizational ability, and a thorough understanding of Nebraska's livestock industry and the role of brand inspection in protecting livestock owners and the industry.

RESIDENCY REQUIREMENT

The selected applicant must reside within the Nebraska Brand Committee's designated brand inspection area at the time of appointment and must maintain residency within the designated brand inspection area throughout employment, unless otherwise approved by the Nebraska Brand Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Executive Leadership and Administration

- Serve as the chief administrative executive and agency head of the Nebraska Brand Committee.
- Implement and administer policies, procedures, priorities, and directives established by the Committee.
- Provide strategic and operational leadership to ensure the agency fulfills its statutory responsibilities and organizational objectives.

- Direct, coordinate, and evaluate the work of full-time and part-time employees.
- Exercise appropriate administrative and supervisory authority while maintaining accountability to the Committee.
- Make timely and well-informed administrative decisions affecting agency operations.
- Advise the Committee on operational, personnel, financial, regulatory, and organizational matters.
- Attend and participate in Committee meetings, hearings, conferences, training, interviews, and other official functions.
- Maintain current knowledge of Committee policies, procedures, handbooks, statutes, rules, and regulations.

Fiscal, Budget, and Fund Management

- Develop, administer, monitor, and manage the agency's annual operating budget.
- Provide effective fiscal oversight of agency revenues, expenditures, commitments, fund balances, and available resources.
- Make responsible spending decisions consistent with Committee direction, approved budgets, applicable policies, statutes, and regulations.
- Monitor agency financial activity and identify emerging budgetary needs, risks, and opportunities.
- **Manage fund balances and carryover funds responsibly, including evaluating current and future needs and developing appropriate plans for the use of available carryover funds.**
- Develop budget projections and financial recommendations for consideration by the Nebraska Brand Committee.
- Provide the Committee with timely and accurate information regarding the agency's financial condition, budget needs, expenditures, fund balances, and anticipated carryover.
- Ensure agency funds are managed in a manner that promotes fiscal accountability, operational stability, and long-term financial sustainability.
- Work with banks, lending institutions, financial professionals, and other appropriate entities regarding agency financial matters.

- Establish and maintain sound internal financial practices and accountability measures.
- Ensure expenditures and financial decisions comply with applicable state requirements and Committee policies.

Brand Inspection and Regulatory Operations

- Provide executive oversight of Nebraska Brand Committee brand inspection operations.
- Make or oversee supervisory decisions related to brand inspection activities and enforcement.
- Ensure inspectors receive appropriate training, guidance, and professional development.
- Oversee matters involving inspector performance, discipline, transfers, relocations, and assignments.
- Ensure agency operations are conducted consistently with Nebraska brand laws, regulations, policies, and procedures.
- Promote consistency, professionalism, accountability, and effective service throughout brand inspection operations.

Personnel Management

- Recruit, interview, hire, supervise, evaluate, and manage agency employees in accordance with Committee policies and applicable requirements.
- Exercise appropriate authority regarding employee probation, performance, discipline, and discharge.
- Make interim hiring and staffing decisions as authorized, subject to applicable Committee approval or confirmation.
- Establish clear expectations for employees and promote a professional, respectful, and accountable workplace.
- Address employee concerns and personnel matters promptly and appropriately.
- Develop and maintain a strong organizational culture focused on service, integrity, teamwork, and accountability.

Livestock Industry and Stakeholder Relations

- Establish and maintain effective working relationships with ranchers, livestock owners, feedlot owners and operators, packing

plants, livestock trucking businesses, auction markets, banks, lending institutions, and other industry stakeholders.

- Represent the Nebraska Brand Committee professionally and effectively with members of the livestock industry and the public.
- Understand and respond to issues affecting Nebraska livestock owners and industry participants.
- Address complex questions, complaints, concerns, and operational issues in a timely and professional manner.
- Build trust and maintain productive relationships throughout the agency's brand inspection area.

Legislative and Government Relations

- Represent the Nebraska Brand Committee before the Nebraska Legislature and appropriate legislative committees.
- Prepare for and provide testimony regarding agency operations, funding, legislation, and other matters within the Committee's responsibilities.
- Monitor proposed legislation, regulations, and governmental actions that may affect the agency or Nebraska's livestock industry.
- Keep the Committee informed of legislative, regulatory, and governmental developments.
- Work cooperatively with state agencies, elected officials, governmental organizations, and other public entities.

Communications and Public Relations

- Prepare and oversee official correspondence, reports, communications, and other agency materials.
- Respond professionally to calls, emails, complaints, and requests involving complex or sensitive agency matters.
- Clearly communicate agency policies, decisions, requirements, and expectations.
- Serve as an authorized spokesperson for the agency when appropriate.
- Promote public confidence in the Nebraska Brand Committee through professional, transparent, and responsive communication.

Organizational and Records Management

- Oversee the maintenance and integrity of official agency records and Committee proceedings.
- Ensure administrative processes, documentation, reporting, correspondence, and deadlines are properly managed.
- Maintain organized and accessible agency records in accordance with applicable requirements.
- Establish efficient administrative procedures and systems.
- Ensure the agency is prepared for Committee meetings, hearings, audits, legislative matters, and other official proceedings.

MINIMUM QUALIFICATIONS

Candidates should possess a combination of education, experience, leadership ability, and industry knowledge that demonstrates the capacity to successfully perform the duties of the Executive Director.

Preferred qualifications include:

- Progressive experience in an executive, administrative, supervisory, management, or leadership position.
- Demonstrated experience managing employees, operations, and organizational responsibilities.
- **Demonstrated experience developing, monitoring, and managing budgets and public or organizational funds.**
- **Experience managing fund balances, financial planning, and carryover funds.**
- Experience making responsible financial and operational decisions.
- Experience working within the livestock industry or a strong understanding of Nebraska's livestock industry.
- Associate's or bachelor's degree in business administration, public administration, agriculture, animal science, livestock management, finance, accounting, or a related field is preferred.
- Equivalent combinations of education, training, and relevant experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate should demonstrate:

- Strong executive leadership and organizational management skills.
- Knowledge of Nebraska's livestock industry and livestock production and marketing practices.

- Knowledge of brand inspection operations, policies, procedures, statutes, and regulations.
- **Strong knowledge and demonstrated ability in budget development, fiscal management, expenditure monitoring, and financial planning.**
- **Ability to manage agency fund balances and carryover funds strategically and responsibly.**
- Ability to evaluate financial information and make sound recommendations regarding the use of agency resources.
- Strong personnel management and supervisory skills.
- Ability to make independent decisions while recognizing matters requiring Committee involvement or approval.
- Excellent written and oral communication skills.
- Ability to establish and maintain effective relationships with livestock industry stakeholders, government officials, employees, and the public.
- Ability to interpret and apply policies, statutes, regulations, and procedures.
- Strong organizational skills and the ability to prioritize competing responsibilities and meet deadlines.
- Ability to maintain accurate records and handle confidential or sensitive information appropriately.
- Proficiency with computers, standard office technology, and financial/administrative systems.
- Ability to perform basic arithmetic and understand financial and budgetary information.
- Professional judgment, integrity, accountability, and commitment to public service.

EXECUTIVE LEADERSHIP EXPECTATIONS

The Executive Director is expected to:

- Provide stable, professional, and accountable leadership for the agency.
- Protect and responsibly manage public and agency resources.
- Maintain strong relationships with Nebraska's livestock industry and agency stakeholders.

- Keep the Nebraska Brand Committee fully informed regarding significant operational, personnel, financial, and regulatory matters.
- Anticipate challenges and opportunities and bring well-developed recommendations to the Committee.
- Balance immediate operational needs with long-term organizational and financial stability.
- Exercise sound judgment, integrity, discretion, and fiscal responsibility.
- Promote an efficient, professional, responsive, and service-oriented organization.
- Ensure the agency's resources, including **annual appropriations, available fund balances, and carryover funds**, are managed in a manner that supports the Committee's responsibilities and long-term objectives.
- Maintain a strong presence within the Nebraska Brand Committee's designated brand inspection area and remain accessible to the livestock industry and stakeholders served by the agency.

CONDITIONS OF EMPLOYMENT

Employment is subject to applicable Nebraska laws, Nebraska Brand Committee policies, and any required background, personnel, or other employment procedures.

The Executive Director is expected to maintain the highest standards of integrity, professionalism, confidentiality, fiscal responsibility, and public service in carrying out the responsibilities of the position.

