

NEBRASKA BRAND COMMITTEE

OVERTIME STATUS: Exempt

EXECUTIVE DIRECTOR

DESCRIPTION

Per Nebraska Revised Statutes LB 660, March 21, 2019: "The brand committee shall employ an executive director who shall be the brand committee head for administrative purposes. The executive director shall keep a record of all proceedings, transactions, communications, and official acts of the brand committee, shall be custodian of all records of the brand committee, and shall perform such other duties as may be required by the brand committee. The executive director shall call a meeting at the direction of the chairperson of the brand committee, or in his or her absence the vice-chairperson, or upon the written request of two or more members of the brand committee. The executive director shall have supervisory authority to direct and control all full-time and part-time employees of the brand committee. This authority allows the executive director to hire employees as are needed on an interim basis subject to approval or confirmation by the brand committee for regular employment. The executive director may place employees on probation and may discharge an employee."

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.

- Supervisory authority to direct and control all full-time and intermittent employees of the Brand Committee.
- Hire such employees as are needed on an interim basis subject to approval or confirmation by the Brand Committee for regular employment.
- Place employees on probation or discharge an employee.
- Make administrative decisions that relate to brand inspections, supervisory decisions, and inspector training matters, inspector disciplinary matters, transfer and relocation matters, and spending decisions that relate to agency funds.
- Work on a daily basis with banks and lending institutions, ranchers, feedlot owners and operators, packing plant management, livestock trucking companies, auction markets, and other similar entities that relate directly or indirectly to Nebraska's cattle industry.
- Annually testify before the Nebraska Legislature on pending legislation that either directly or indirectly affects the Nebraska Brand Committee. Testimony normally offered during regular Agriculture Committee hearings.
- Draft most correspondence on a daily basis that deals with agency employees, other agency employees, general public, and other law enforcement agencies.
- Handle problem telephone calls and emails that relate to Brand Committee issues requiring a degree of decision making authority. Many require nothing more than a willingness to listen to potential problems, and the ability to extend public relations while also enforcing state brand laws.
- Attend meetings, conventions, seminars, training sessions, employee hiring interviews, and general overall supervisory responsibilities.
- Knowledge of Brand Committee policies, procedures, handbooks, statutes, and other regulations.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED

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

Knowledge of Brand Committee policies, procedures, handbooks, statutes, and other regulations.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED

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

- Executive leadership experience.
- Knowledge of livestock industry.
- Operate computer and other office machines.
- Basic arithmetic knowledge.
- Proficient in written and oral communication.
- Excellent customer service.
- Ability to be organized and meet deadlines

**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 in a similar position.
- Work experience in the livestock industry.
- Associate's or Bachelor's degree in relevant field.