

Job Announcement – Manager, Processing Tomato Advisory Board

Title: Manager (GM)

Reports to: California Processing Tomato Advisory Board (PTAB)

GM Position Open: The PTAB directors are seeking a motivated self-starter for the GM position at PTAB. This is a rare chance to step into a leadership role and establish your-self as a go-to person to maintain the reputation of a truly unique inspection program, recognized and relied on worldwide for integrity above reproach and relevant statistical analyses. The GM has the opportunity to work with every California tomato grower; processor; industry professional; and many university specialists. Primary responsibilities include leading a very committed team that is continually striving to maintain the highest level of inspection service for the processing tomato industry. The GM reports directly to the PTAB Board of Directors.

About PTAB: The California Processing Tomato Industry produces approximately 35% of the world's processing tomato crop and about 95% of domestic production. There are about 300 tomato growers and 35 tomato processors in California. In partnership, they produce anywhere from 10 million to 14.5 million tons of tomatoes each season. The growing region is from Kern County to Colusa County.

PTAB is authorized by a state marketing order and its primary function is to operate an inspection program. PTAB was established in 1987; however the inspection program has been in existence since 1941. Prior to PTAB, CDFA ran the program. PTAB's operating budget is about \$5.5 million and is completely funded through inspection fees shared equally between the growers and processors.

PTAB's headquarters is based in Davis. There are 4 district offices strategically located around the state and 20 inspection stations. All stations run 24/7 during the harvest season. At peak there are about 300 seasonal employees. In Davis, there is typically a staff of four to five.

PTAB also manages the Garlic and Onion Dehydrator Advisory Board (GODAB) operations. GODAB and PTAB are in year two of a five-year contract.

GM Responsibilities: The GM is responsible for administering Board programs within the authority of the marketing order and CDFA Board policies. The GM's role includes overseeing GODAB's operations.

The position manages staff to accomplish inspection objectives, oversees financial management, while managing administrative functions such as maintaining necessary records; signing contracts; and implementing office policies and procedures.

Employee Management: Oversees hiring; supervising; disciplining; and/or dismissing Board personnel as necessary. Operates within the approved budget, determines salary levels, conducts reviews and authorizes raises. Implements written policies, procedures and personnel policies as outlined in written Board approved manuals.

Planning: Initiates and coordinates the development of strategic planning that involves staff and Board members.

Inspection: Manages all inspection activities; facilitates necessary audits for industry compliance; supervises the reporting of statistics; and industry reports. Ensures the compliance of the state marketing order as it relates to standards and inspections.

Communications: Develops and manages an annual work program under direction of the Board of Directors. This includes serving as the industry's representative at various functions and maintaining communications with processing tomato growers and processors.

Policy Support: Works with Board and Committees to identify emerging inspection issues. Researches policy issues and recommends action options to the Board and Committees. Develops annual budgets for the Board's consideration. Provides staff support at Board and Committee meetings.

Financial Management: Provides oversight for accounting functions and establishes appropriate financial controls. Manages and administers an assessment collection program, board finances, and an annual budget. Manages the Boards' cash reserves and cash flow. Develops and manages board budgets.

Board Administration: Facilitates Board and committee business by preparing and distributing notices, agendas, and minutes; preparing annual or interim reports; collecting statistics and preparing statistical reports, processing proposals and contracts; conducting correspondence and maintaining Board records.

Inspection Research: Recommends and advises PTAB on research projects to improve inspection processes. Most research projects are led by university staff. The GM serves as the liaison between PTAB and the university.

Preferred Minimum Requirements:

- Undergraduate degree or equivalent in experience
- Demonstrated innovative and leadership skills to act and make decisions on your own
- Proven HR skills.
- Ten years of successful senior-level agricultural management experience or the equivalent in a related field such as government.
- Willingness to work a flexible schedule, weekends and long hours as needed; and travel statewide.
- Ability to work under pressure and multitask.
- Good driving record.

Compensation: The compensation package for the successful candidate will include a competitive base salary and inclusion in the Board's group health, dental, vision, life insurance and 401K programs.

Timeline: The new GM will work side by side with the current GM and then assume full duties at an appropriate time in 2018. We anticipate the new GM will start with PTAB sometime in early 2018.

Interested and qualified candidates should electronically provide a cover letter and resume to Tom Ramme, PTAB Manager at tom@ptab.org. PTAB will be accepting resumes until November 1, 2017 or a suitable candidate is found.