

## JOB DESCRIPTION CERTIFICATION SPECIALIST/INSPECTOR

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<b>Department:</b>	Organic Services	<b>Reports to:</b>	Manager, Organic Services
<b>Last Updated:</b>	April, 2019	<b>Direct Reports:</b>	None
		<b>FLSA Status</b>	Exempt

### JOB SUMMARY:

Perform organic certification activities including information collection and distribution, record creation, application reviews and inspections, final reviews and writing decision letters and other certification related functions.

### DUTIES and RESPONSIBILITIES:

- Understand and be able to apply the National Organic Program Standards and MCIA policies as an Inspector and Reviewer.\*
- Prepare and distribute organic certification application materials to new and renewing clients.
- Provide customer service by explaining organic certification requirements and providing informational resources via phone or written communications.\*
- Maintain up to date records of organic certification activities by updating database and hard copy files.\*
- Review organic system plans and evaluate inputs for compliance to certification requirements.\*
- Prepare and distribute files, background information and other supporting materials to organic inspectors including Field History Sheets and Material Lists.\*
- Review inspection reports. Prepare inspector evaluations.\*
- Schedule and conduct on-site organic crop, handler, and livestock inspections. Collect samples as needed. Write and submit inspection reports and supporting documents.\*
- Conduct final reviews, including contacting clients and inspectors for additional information and/or clarifications. Update OSP's, Material Lists, Field History records and write Certification Decision Letters citing issues to standards. Make final organic certification decisions.\*
- Initiate adverse actions when required. Write and issue Letters of Noncompliance, Proposed Suspension, and Suspension.\*
- Contribute to on-going organic program improvement through form development and modifications, certification process streamlining and other program enhancements.
- Promote MCIA organic certification services through participation in outreach activities to the organic industry and attendance of industry events and client meetings.
- Perform other duties as assigned, including copying, scanning, and assembling mailings.

\* Essential Functions

## QUALIFICATIONS:

### Minimum Qualifications

- High School diploma or GED required.
- Two years of experience or education in agriculture or the food industry.
- Valid Driver's license.

### Preferred Qualifications

- B.S. in Agronomy, Animal Science, Food Science or agriculture related field.
- IOIA Organic Inspector Training or equivalent training.
- Three years' experience or education in regulation/compliance, organic inspection, organic certification, organic farming, livestock or processing experience.

## SKILLS/PHYSICAL DEMANDS:

- Excellent interpersonal, written, communication and organizational skills.
- Strong computer skills and working knowledge of MS Office.
- Handle confidential information with sensitivity, good reasoning abilities and sound judgement.
- Ability to work with limited supervision; be highly self-motivated.
- Ability to multi-task and prioritize tasks on a regular basis.
- Work with accuracy, efficiency and attention to detail.
- Promote and ensure excellence in customer service.
- Promote good work ethics, positive attitude, and a team work environment.
- Be flexible to the changing needs of MCIA's organic program.
- Willing to work in a variety of weather conditions.
- Ability to walk over a variety of terrains to complete visual inspections. Climbing may be involved.
- Be willing to work in normal farm environments, including around livestock.
- Familiarity with organic systems in crop, livestock and food processing.
- Willing to travel, including overnight.