

**POSITION ANNOUNCEMENT
IDAHO CROP IMPROVEMENT ASSOCIATION**

Title: Area Manager, South Central Idaho

Salary: Commensurate with experience

Application Deadline: March 13, 2026

Idaho Crop Improvement Association is seeking applicants for the position of Area Manager for their Twin Falls, Idaho location.

Education/Experience: Degree in Management, Agricultural Sciences or a closely related field, or five years certification/management experience.

Interested applicants should send a letter of interest, a resume, and three professional references to:

Kathy Stewart-Williams, Executive Vice President
Idaho Crop Improvement Association
429 SW Fifth Avenue, Suite 105
Meridian, Idaho 83642
208.884.8225 or 208.733.2468
kathysw@idahocrop.com

Your resume should contain a comprehensive record of employment history and relevant credentials. Application documents may be emailed to kathysw@idahocrop.com.

POSITION DESCRIPTION
Area Manager, South Central District

POSITION SUMMARY
Manage the seed certification program in South Central Idaho

PRINCIPLE DUTIES & RESPONSIBILITIES:

- Manage the area office, supervise permanent and seasonal staff.
- Supervise all office, lab and field activities related to seed crop certification and National Seed Health System phytosanitary programs.
- Recruit and train new office and field staff.
- Represent Idaho Crop Improvement Association at local, state, and regional industry and seed certification meetings.
- Work in cooperation with Grain and Bean Advisory Committees, University of Idaho personnel, and the Idaho State Department of Agriculture.
- Contribute to the activities of the Association of Official Seed Certifying Agencies.
- Attend workshops, seminars, and schools relevant to seed certification.
- Develop innovative programs and procedures to improve the quality of Idaho certification products and services.
- Produce educational materials and make presentations that explain, promote, and enhance the perception and value of Idaho certified seed and Idaho Crop Improvement Association.
- Act and perform accordingly as a licensed seed sampler, conduct purity analyses on grain and bean samples, maintain accurate and detailed records, and determine eligibility for tagging in accordance with the Idaho Rules of Certification.
- Conduct field inspections of grains, alfalfa, beans, grain, and other crops during their respective growing seasons.
- Serve as the designated purchasing agent for critical office supplies and field equipment.
- Work on specific assignments received from the Executive Vice President.

KNOWLEDGE, SKILLS AND ABILITIES:

REQUIRED:

- B.S. degree in Plant Science, Agricultural Sciences or closely related discipline and one (1) year or more experience in seed certification/management *or* five (5) years or more experience in seed certification/management. Proof of personnel and program management required.
- A strong working knowledge of seed certification programs, policies, and standards.
- Knowledge of state and federal seed laws, sampling protocols, seed conditioning, and laboratory analysis associated with seed certification.
- Ability to work in diverse and challenging environmental conditions, including pollen and/or chaff.
- Ability to travel overnight.

DESIRED:

- Demonstrated ability to communicate effectively, both orally and in writing.
- Skilled in supervising and collaborating with others.
- Demonstrated ability to promote a positive public image.
- Ability to learn and work with the ICIA Certification database, and the ability to train employees, applicants, and growers to successfully use the database.
- A good understanding of and ability to work with computer software such as MS Word, Excel, . and PowerPoint.
- Ability to work with limited supervision, and to resolve problems as they arise.