



Ernie Morales
Chairman

Bob Hillman, D.V.M.
Executive Director

JOB ANNOUNCEMENT

Position Title: EXECUTIVE DIRECTOR - TEXAS STATE VETERINARIAN

Annual Salary: Up to \$120,000 per year + state benefits* (salary commensurate with qualifications)

Position Location: Central Office, 2105 Kramer Lane, Austin, Texas

Job Posting #: 10-01

Opening Date: September 16, 2009 **CLOSING DATE: October 23, 2009**

General Description

The Executive Director, a licensed veterinarian appointed by the Commission, serves as State Veterinarian for Texas. Responsible for overall administration of the agency's operations and accomplishment of the agency's goals and mission. Provides leadership to staff and acts as primary liaison to industry groups as well as the Texas Agriculture Commissioner, the Texas Legislature, and other state, federal, and international government agencies.

Essential Job Functions

- Oversees and administers the day-to-day operations of the Commission and its 200+ employees.
- Administers the agency's annual budget.
- Serves as primary liaison between the Commission and livestock producers; producer associations; the Texas Agriculture Commissioner and other state, federal, and international agencies; and, members of the Texas Legislature, the Governor, and the Governor's staff.
- Directs the formulation of the agency's regulations, policies, and procedures for approval by the Commissioners.
- Conducts hearings and renders decisions on herd owner protests.
- Directs the development and implementation of a strategic plan for meeting the Commission's goals and objectives in managing the health of Texas animal populations.
- Keeps apprised of latest developments and trends in laboratory technology, veterinary medicine, and regulatory animal health activities at the state and national levels, and internationally.
- Directly supervises the Executive Assistant, two Deputy Directors, General Counsel, Director of Labs, Public Information Officer, Governmental/Industry Relations Coordinator, and Human Resources Director.
- Formulates and oversees implementation of effective methods and procedures for carrying out disease control and eradication programs.

Minimum Qualifications

Education and Experience:

Doctor of Veterinary Medicine Degree and at least five (5) years of administrative experience at the Director/Commissioner or Deputy Director/Associate Commissioner level in an organization related to animal agriculture; **OR**, three (3) years administrative management experience in regulatory veterinary medicine. Must be highly skilled in public relations and communication.

Randy C. Brown
Reta K. Dyess
William Edmiston, Jr., D.V.M.
Ken Jordan
Thomas G. Kezar
Coleman H. Locke

COMMISSIONERS:

Charles E. "Chuck" Real
Ralph Simmons
Mike Vickers, D.V.M.
Mark A. Wheelis
Beau White
R. W. "Dick" Winters, Jr.

Knowledge, Skills and Abilities:

- Thorough knowledge of domestic livestock, disease control and eradication methods, and epidemiology.
- Demonstrated leadership skills in planning and directing an organization of comparable responsibilities and complexity.
- Ability to plan, organize, coordinate, review, and evaluate the agency's overall operations; to supervise professional and paraprofessional staff directly and through managers; to analyze and solve problems in both short and long term situations; to exercise sound judgment in evaluating situations and making decisions; to express concepts clearly and logically; to understand, interpret, explain, and enforce regulations and policies; to be on call and to travel as necessary.

APPLICATION PROCEDURES

A fully completed and signed State of Texas Application for Employment must be received by the closing date, along with three (3) professional references with contact information. **A candidate's application must fully explain how he/she meets the minimum qualifications, or the candidate will be eliminated from further consideration.** Resumes and other attachments are accepted only with a fully completed application.

Application forms are available on our web site at www.tahc.state.tx.us. Submit fully completed and signed applications to TAHC Human Resources, P.O. Box 12966, Austin, TX 78711-2966 (2105 Kramer Lane, Austin). Phone 800-550-8242, ext. 702 or 512-719-0702.

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711. At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

***State Benefits include:**

Paid Vacation Leave
Paid Sick Leave
Paid State Holidays (approximately 12 per year)
Business Casual Dress Code
Paid Health Insurance for Employee after 90 days (1/2 premium paid for family members)
Prescription Drug Benefits
Retirement Benefits
Flexible Spending Account available
Group Dental Insurance available
Long-Term and Short-Term Disability Insurance available
Long-term Care Insurance available
Tax-deferred 401k/457 Savings Plans available through payroll deduction
Optional Payroll Deductions for US Savings Bonds
Direct Deposit available