

# SWINE HEALTH INFORMATION CENTER

## EXEMPT POSITION DESCRIPTION

- A. **TITLE OF POSITION:** Associate Director
- B. **DEPARTMENT:** Office of the Executive Director
- C. **SUPERVISOR'S TITLE:** Executive Director
- D. **NATURE OF POSITION:** The Associate Director will help the Executive Director to lead the Swine Health Information Center. The Associate Director assists the Executive Director in directing overall expectations and accountability and ensuring quality programs and services. Responsibilities and essential job functions include working with the Executive Director to provide oversight and implementation of the Center's budget, long range planning, strategic initiatives, and organizational structure. The Associate Director will interact closely with the pork community, leading efforts to build awareness of the Center and its mission and to build and maintain excellent working relationships.

To accomplish this, the position demands a high level of visibility and interaction with pork producers, veterinarians, members of the Swine Health Information Center Board of Directors, academia, allied industry, the National Pork Board, the National Pork Producers Council, the American Association of Swine Veterinarians, and other industry related audiences.

- E. **OVERVIEW:** The Swine Health Information Center is responsible for developing and maintaining a global swine disease information network for the purpose of protecting and enhancing the health of the United States swine herd through coordinated global disease monitoring, targeted research investments that minimize the impact of future disease threats, and analysis of swine health data. The Center will put into place the infrastructure for enhanced epidemiological analysis of swine diseases in the U.S. and for providing U.S. pork producers with information that will help them strengthen their biosecurity and biocontainment abilities.

This position requires political discernment and sensitivity, broad and in-depth knowledge of the agricultural industry and organizations as well as strong familiarity with the National Pork Board, the National Pork Producers Council and the American Association of Swine Veterinarians.

## **BACKGROUND REQUIREMENTS OF POSITION**

Education: A Doctor of Veterinary Medicine degree. An advanced degree and/or Board Certification in a veterinary medicine related or impacted field is preferred.

### Skills:

- Be passionate about the pork industry, setting an example through a positive work ethic.
- Demonstrate strong leadership abilities, with a history of success in managing multiple issues and building consensus to achieve goals.
- Demonstrated ability to self-start, prioritize and complete multiple, competing projects while paying attention to detail.
- Be collaborative in utilizing relationship building and relationship management skills.
- Possess excellent oral and written communication skills and effectively communicate the Center's programs, services, policies, and procedures internally and externally.
- Demonstrated strong ability to facilitate groups with diverse backgrounds to reach consensus goals.
- Have a record of solving problems.
- Demonstrated strong understanding of swine health issues facing the U.S. pork producers and their veterinarians and have the knowledge to be able to converse with and collaborate with pork producers, state pork associations, veterinarians, veterinary researchers, state and federal animal health officials, and allied industry.
- Have an excellent understanding of and ability to manage swine health research project solicitation and to critically evaluate research publications, reports, and proposals.
- Technical capabilities with Microsoft products and the ability to foresee how technical solutions can enhance the effectiveness of the Center.

Relevant Experience: Five plus years of leadership experience in the pork industry.

## **POSITION RELATIONSHIPS**

SHIC Officers and Board of Directors The Associate Director will be responsible for presentations, discussions and interactions with the SHIC Officers and Board of Directors as assigned by the Executive Director.

U.S. Pork Producers and Veterinarians: The Associate Director must have a well-developed understanding of issues and concerns facing pork producers and their veterinarians. The Associate Director will work closely with producers and veterinarians through various organizational task forces and committees.

Governing Structure: The Associate Director communicates regularly to the Center's Executive Director to keep the position informed of the conditions and operations of the Center.

International Relationships: The Associate Director will communicate and collaborate with foreign pork producers, veterinarians, swine health officials, organizations and/or others to facilitate cooperation and collaboration toward fulfilling the Center's mission.

Allied Industry: The Associate Director will work with allied industry to solicit input and resources needed to fulfill the mission of the Center. The Associate Director will represent the interests of the Center to key allied industry partners.

Government: The Associate Director will have frequent interaction with state animal health officials and Federal Government Departments and Agencies to inform them of the Center's progress and facilitate collaboration toward fulfilling the Center's mission.

Other Organizations: There is exposure to the public outside of pork producers in the form of written and broadcast media interviews, allied industries, other commodity groups, packers, importers, etc.

## **POSITION RESPONSIBILITIES**

Planning: Assist the Executive Director in reviewing and enhancing organization goal-setting and effectiveness measurement processes. Assist the Executive Director with the annual development of the organization's plan of work and budget.

Implementation: Works directly with the Center's Executive Director, Board of Directors and ad hoc task forces to carryout organization plans and budgets.

Decision Authority: Has specific decision-making authority over specific project and task force work, as assigned by the Executive Director. Exercises decision authority relative to organizational issues and day-to-day management.

Financial Responsibility: Budget authority for assigned project and task force work, and key line items within the Center's Budget.

## **OTHER CHARACTERISTICS**

Supervision Received: Receives oversight from the Executive Director but is directly responsible for her/his own activities and day-to-day work.

Travel: Requires moderate (up to 30%) national and international travel with some seasonal variation based around key industry meeting schedules. Must have valid driver's license and good driving record. Valid driver's license and the ability to travel via airplane and automobile for long periods of time are required.

Physical Requirements: Ability to sit for long periods of time and work extended hours when necessary.

Business Strategy and Operations:

- Provide leadership for the Center's daily operations.
- Understand the Center's current programs and provide vision and overall leadership for the development of new programs.
- Provide updates and keep the Executive Director fully informed on any and all factors that may influence the Center's operations and fulfillment of its mission.
- Ensure overall compliance with licensing, and local, state, and federal laws and regulations in regard to operations, employment, funding, contracts and fiscal reporting obligations.

Human Capital:

- Provide vision and leadership to the Center in a manner that demonstrates a strong work ethic, encourages teamwork and provides successful outcomes.
- Improve personal development needs through training that builds skills.

**DATE OF REVISION:** November 2021