

Employment Opportunity



Established in 1877, the Virginia Department of Agriculture and Consumer Services (VDACS) promotes the economic growth and development of Virginia agriculture, provides consumer protection and encourages environmental stewardship.

Manufactured Food Regulatory Program Standards Coordinator (Environmental Specialist II, Pay Band 5)

#R1292 - Richmond

The Virginia Department of Agriculture and Consumer Services is seeking a qualified Manufactured Food Regulatory Program Standards Coordinator with the Food Safety Program. The successful candidate will be responsible for planning, coordinating and executing all activities under the Manufactured Food Regulatory Program Standards (MFRPS) FDA Cooperative Agreement; ensuring the Program's conformance with all of the MFRPS; performing audits of inspections and compliance activities to ensure uniform and consistent application of all laws, regulations, policies and procedures; supervising staff and coordinating training so that program infrastructure improvements are developed; and preparing budgets and financial reports to ensure resources and spending are within the budget limits of the MFRPS grant. This position requires that the incumbent be able to respond to emergency situations and other possible situations during both traditional and non-traditional hours. **This is a restricted position that has been developed as part of a Cooperative Agreement with the Food and Drug Administration and will last until June 30, 2023; however, the cooperative agreement has the potential for continuation.**

QUALIFICATIONS: Extensive knowledge of food science and food safety practices and principles; of complex food processing and food handling procedures of manufactured food establishments; and of all applicable state and federal laws and regulations related to manufactured food protection. The ability to compose relevant standard operating procedures, policy guidelines and other technical documents; to work both independently and in a team environment; to effectively communicate, both written and orally; to supervise and evaluate the work of others; to effectively plan and organize work activities; and to successfully interact with the food safety staff, the public, the food industry and other regulatory agencies. Solid computer skills are needed with experience using standard business applications such as MS Office and the internet. Must have (or be eligible for) and maintain a valid driver's license and have a driving record that reflects a sense of responsibility for highway safety. H.S. Diploma/GED required. **Prefer:** Degree in food science, biology, chemistry, biochemistry, environmental science or a related field. Current or recent experience in similar supervisory position that also includes grant management, budgeting and reporting writing. An equivalent combination of training and experience indicating possession of the preceding knowledge, skills and abilities may substitute for these education and experience requirements. **Hiring Salary Range: \$46,087- \$59,000 annually.**

Final candidates must successfully complete a fingerprint-based criminal background check.

To be considered for this position, you must apply online at <https://virginiajobs.peopleadmin.com/> by 11:59 PM EST/EDT on **June 24, 2020**. For more information or assistance, you may contact the Human Resources Office, Virginia Department of Agriculture and Consumer Services, 102 Governor Street, Room 248, Richmond, VA 23219; Telephone: (804) 371-8066; Hearing Impaired 1-800-828-1120; E-mail hr.vdacs@vdacs.virginia.gov. VDACS is dedicated to recruiting, supporting, and maintaining a competent and diverse work force.

Quality Customer Service: A VDACS Commitment

Virginia Department of Agriculture and Consumer Services
Human Resource Office, Room 248, Oliver Hill Building, 102 Governor Street, Richmond, VA 23219

An Equal Opportunity Employer

vdacs.virginia.gov