

Animal Health and Diagnostic Commission Position Descriptions

AHDC Executive Director

Position Description:

The Director is the administrative support and professional veterinary advisor for the Animal Health and Diagnostic Commission (AHDC) and the Pennsylvania Animal Diagnostic Laboratory System (PADLS).

Appointing Authority:

- The Executive Director is appointed at the pleasure of the Secretary of Agriculture and reports to Deputy Secretary for Animal Agriculture and Bureau Director of Animal Health and Diagnostic Services.

Major Responsibilities:

- Active member of the PADLS Coordinating Council representing the AHDC.
- Provide oversight of daily PADLS activities:
 - Computer data base
 - Create, implement, review, and verify that all procedures, policies and SOP's are being followed at all times among all laboratories.
 - Provide budget development guidance to the leadership committee then manage the final approved system wide budget throughout the fiscal year.
 - Identify, analyze and recommend needed capital investments to the leadership committee.
- Provide bi-weekly laboratory status reports to AHDC members, Department of Agriculture Secretary, Deputies, and Animal Health Bureau Director
- Perform other duties as assigned by the Deputy Secretary for Animal Agriculture and Bureau Director of Animal Health and Diagnostic Services
- Identify and pursue non-governmental funding sources.

Primary Objectives:

- Carry out the requirements of Act 148, 1988 and perform responsibilities and duties that have been developed from actions of the commission if approved by the Secretary.

Required Knowledge, Skills and Abilities:

- Proven leadership
- Senior management abilities
- Crisis management experience
- Effective communicator to conduct meetings, prepare and deliver speeches
- Process oriented
- In depth laboratory experience
- Knowledge of livestock, poultry and meat industry operations
- Knowledge of science and the practice of veterinary medicine
- Ability to coordinate programs with governmental, educational and other organizations.

Minimum Requirement:

- Ten years of professional experience in the field of veterinary medicine **OR** animal health.
- Five years in administrative, management or governmental experience

Governor Appointed Animal Health and Diagnostic Commissioners

Nine commissioners holding four year terms

Position Description:

Commissioners are appointed to the Animal Health and Diagnostic Commission by the Governor of Pennsylvania to represent animal agriculture industries within the commonwealth. Commissioners will advise the Department of Agriculture and Governor on animal health related issues in Pennsylvania.

Major Responsibilities:

- Monitor an integrated approach to the diagnoses and investigation of diseases in agricultural livestock industry.
- Provide a communication link between Pennsylvania's animal agriculture industry and the state government.
- Recommend policies and regulations to the Secretary of Agriculture.
- Provide input in identifying, implementing and evaluating animal health, research and diagnostic programs within the commonwealth.
- Identify, review and recommend animal agriculture related grants to the Department of Agriculture, when funding is available.
- Assist with the development of and duties of standing and ad hoc subcommittees within the commission.
- Publicly advocate and be a spokesperson for animal health while serving as a conduit for information to and from the industry.
- Identify and pursue non-governmental funding sources.

Primary Objective:

- Carry out the requirements of Act 148, 1988.