

## **Manager Job Description**

As a National Association of State Departments of Agriculture (NASDA) **Enumerator Manager**, you will be responsible for leading human resources functions and survey management for a team of coaches and enumerators in an assigned region. If you are detailed oriented, enjoy working with technology and have experience in human resources and/or managing projects and teams, you may be the candidate who will succeed in this role.

NASDA and NASS are transforming the enumerator environment ensuring efficiency in data collection, supporting enumerators and streamlining human resource functions. NASDA Enumerators play a crucial role in serving our agricultural producers by providing reliable, accurate, and objective statistics and information that farmers, ranchers, and rural communities depend on.

### **ABOUT NASDA**

The National Association of State Departments of Agriculture is a nonpartisan, nonprofit association representing the elected and appointed commissioners, secretaries, and directors of the state departments of agriculture. NASDA enhances American food and agriculture communities through policy, partnerships, and public engagement.

We recognize that to achieve our goals, we need teams who are as passionate about agriculture as we are. We strive to create a positive work environment that our employees can be proud of and where they can build their careers.

NASDA employees earn competitive pay and enjoy an excellent work culture at an organization with an incredible mission.

### **ABOUT THE POSITION**

The Manager reports to the regional Associate Director and leads a team consisting of up to 5 Coaches and approximately 70 Enumerators.

The essential functions of the position include but are not limited to:

Manage Human Resources (50%)

- Manage bi-weekly payrolls, ensuring accuracy and timeliness
- Recruit and onboard enumerators
- Manage employee files so they are current and contain required information
- Manage evaluation, promotion, and award programs

- Ensure enumerator and coach success through training, feedback, and when needed, termination
- Facilitate reporting on injuries and insurance claims as needed

#### Survey Coordination (30%)

- Allocate survey work to enumerators in a region focusing on the most efficient use of resources
- Actively manage survey progress with coaches and enumerators
- Manage use of survey costs including overtime, overall hours, and mileage
- Participate in both field and classroom enumerator training

#### General Duties (20%)

- Provide feedback to the Associate Director for increased efficiency with systems used in data collection and human resources
- Work with members of the regional leadership team including Trainers and Coaches to support a positive enumerator experience
- Perform other duties covered by NASDA-NASS Cooperative Agreement

### **QUALIFICATIONS**

- Minimum of 3 years' experience in field and/or phone data collection, human resources and/or agriculture or relevant areas required. Supervisory experience preferred.
- Demonstrated ability in managing projects including budgeting, staffing and communications.
- Proficient technology experience working with applications including but not limited to online survey tools, HRIS (iHire and iSolved or similar), Microsoft Office and/or Google Workspace and online meeting systems such as Zoom.
- Exceptional critical thinking skills. Ability to exercise sound judgment and resolve problems
- Superior leadership, interpersonal, and relationship-building skills
- Exceptional verbal and written communication skills. Strong presentation skills
- Demonstrated ability to work well in a fast-paced and deadline-oriented work environment
- Willing to learn new duties and technology-related skills as required
- Ability to travel regionally several times per year
- Able to pass a federal background check

Consideration will be given to candidates who explicitly address how their experience meets qualifications in their cover letter and resume. Applications without a cover letter and/or resume will not be considered.

Applications considered until 6/13/25

**SALARY RANGE-** Hourly rate from \$23.50 - \$32.00 based on relevant experience and skill level.

### **WORK SCHEDULE**

This is a Part-time, non-exempt position working approximately 20-30 hours per week.

Position is considered remote but candidates must reside in AZ, AR, CO, LA, MS, NM, OK, TX, or UT.

Benefits:

- Performance bonuses
- Career development
- Flexibility
- Ability to work remotely

*NASDA does not discriminate in employment practices or programs on the basis of race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.*

**END OF JOB POST**