



1700 Research Boulevard, Rockville, Maryland 20850 301-340-2210

EXECUTIVE SEARCH CONSULTANTS

ASSOCIATE ADMINISTRATOR

USDA'S ECONOMIC RESEARCH SERVICE (ERS)

Client:

The Economic Research Service (ERS) serves as the economic research and policy analytical arm of the United States Department of Agriculture (USDA). With 450 employees and a budget of \$82 million, ERS conducts research that informs decision-makers on public programs and policies involving agricultural commodities, food, farming, natural resources, and rural development; a spectrum that ranges from biotechnology to Food Stamps, from farmland protection to meat inspection, and from commodity policy to global inter-sectoral trade. While USDA agencies are an immediate and defining audience, ERS data, market information, and research findings are widely used by other Federal and State agencies, the private sector, interest groups, and academia.

Duties and Responsibilities:

The Associate Administrator shares with the Administrator responsibility for formulating current, intermediate, and long-range policies and programs relating to economic and social science research and analysis and other activities for which ERS is responsible.

The programs are national and international in scope and impact. The official economic research reports and analyses prepared by ERS are the primary sources of authoritative economic information on domestic and foreign food and agriculture, natural resources, and rural areas. These reports are relied upon by the Department, other Federal and State agencies, and Congress in formulating and administering policies, programs, and legislation which directly or indirectly impact upon the domestic and international economies and upon the economic well-being of people around the world. Similarly, their information is relied upon by foreign governments and international organizations in developing their policies and decisions; by food and agricultural and related industries in their decision making processes; and by individual farmers, rural residents, and rural community organizations in their decision making.

- The Associate Administrator shares responsibility for directing the overall administration of the ERS program and coordinating broad phases of policy and program execution. The major programs of ERS are as follows:

- Produce economic research and information through a program of research and analysis that enhances understanding of domestic and world agricultural markets.
 - Provide economic research, modeling and statistical indicators of food and consumer issues, including food safety regulation, consumer demand, food marketing trends, food assistance, poverty, and issues affecting the state of the rural economy, the state of farm credit and financial market structures.
 - Produce economic research and analyses to support policy decision making on agricultural resource and environmental issues as well as the financial performance of the farm sector. In particular, provide research, monitoring, and statistical indicators on how agricultural production technologies and policies affect natural resources and the environment.
 - Provide management of data, information and administrative activities in support of the ERS research and analysis program.
 - Make ERS-produced information widely available through research reports, outlook reports, the ERS website, electronic data bases and CD ROM reports, and participation of ERS staff at public issue-oriented forums, as well as with other media, including radio, television and newspapers.
- The Associate Administrator provides substantive leadership to the ERS Economist Position Classification System, which provides for cyclical peer reviews of the positions of all non-management social scientists in the agency.
 - The Associate Administrator shares responsibility for developing, presenting and justifying the budget of the Service and determining the internal organization and staffing structure of ERS within established budget and ceiling limitations.
 - He/she participates in guiding and directing the ERS staff, and in establishing and maintaining personnel policies and practices to ensure effective utilization and motivation of personnel resources and a working climate conducive to high productivity and morale.
 - The Associate Administrator represents the Administrator and speaks for ERS in conferences and meetings with the heads of other USDA agencies and officials of the Office of the Secretary; with officials of other Federal agencies, the Office of Management Budget, and the White House; with members of Congress and congressional committee staff; with university administrators, and representatives of other research and scientific organizations; and with officials of national and international organizations and institutions.
 - The Incumbent shares responsibility for leadership in, and compliance with, all Equal Opportunity policies and procedures as they relate to the Federal Government, the Office of Personnel Management, the Department of Agriculture and the Economic Research Service.

Requirements:

The incumbent must have an in-depth knowledge and understanding of economic, statistical, and social science theory and methods of research; proven ability to coordinate technical and policy matters among large groups of top-level officials and specialists; proven ability to administer complex socio-economic research programs involving a large number of highly-trained professionals; proven ability to relate successfully to the research and scientific communities, nationally and internationally; proven ability to communicate technical economic and statistical information orally and in writing to top officials and other individuals not professionally trained in economics or statistics.

Specialized Experience:

An advanced degree in economics or related social science discipline, that includes at least 21 semester hours in economics and 3 semester hours in statistics, accounting, or calculus, is preferred; Or four years experience demonstrating an acquired knowledge and understanding which would have been obtained through completion of a 4-year course described above.

Location: Washington, DC

Compensation: To \$158,500 + performance bonus and performance-based salary increases.

EEO: All candidates will be considered without regard to race, color, religion, gender, sexual orientation, national origin, or disability. The ERS provides reasonable accommodations to applicants with disabilities.

Deadline: To be considered, applications must be received no later than midnight, March 31, 2008.

Citizenship: U.S. Citizenship required. You may be required to obtain a security clearance.

Contact:

**Barbara Blim
JDG Associates, Ltd.
1700 Research Boulevard
Rockville, MD 20850
301 -340-2210
Email: blim@jdgsearch.com**

JDG Associates, established in 1973, is a leading provider of executive recruiting services to the Federal government, non profit organizations, associations, Fortune 1000 corporations, and a variety of government contractors.