

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months,	Title: Farm Manager
Revised: 5/10/2018	Department: Academic Affairs/Agriculture
Level: Professional	IPEDS: Other Professional
FLSA: Exempt	Reports to: Agriculture Division Chair

POSITION SUMMARY

The Crowder College Farm Manager is primarily responsible for maintaining and overseeing the care and maintenance of the Crowder College Instructional Farm which encompasses all livestock, pastures, equipment, and crops. The Farm Manager assists with all Agriculture labs that take place on the instructional farm property.

MAJOR FUNCTIONS

1. Maintain and oversee the care and maintenance of the Crowder Instructional Farm which includes all livestock, pastures, equipment, and any crops.
2. Insure all livestock are fed and cared for properly and that livestock receive veterinary care as needed.
3. Maintain all farm fences and equipment as needed.
4. Purchase feed and other farm related supplies as needed.
5. Oversee and maintain the budget related to the farm.
6. Record and maintain animal health records for all farm animals.
7. Assist with any Ag labs that would be held on the farm including but not limited to large animal science lab, cattle barn, and sheep barn. Provide farm animals used for such labs.
8. Supervise and train large groups of skilled and unskilled farm workers.
9. Receive direction from Division Chair/VP with regard to general administrative matters such as production, purchasing, personnel, and accounting.
10. Be available 24 hours a day when on call in case of an emergency. True emergencies are uncommon.
11. Provide weekly reports to Division Chair.
12. Serve on Crowder College committees outside of the Agriculture Division as assigned.
13. Other related duties as requested, delegated or assigned.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor of Science degree in an Agricultural field required.
2. Five years of production farming experience preferred.
3. Thorough knowledge of working livestock, operating farm equipment, and maintaining fences required
4. Thorough knowledge of the principles, methods, and techniques of practical farm management as related to institutional needs and purposes.
5. Thorough knowledge of soils, crops, animal husbandry, and of farm building and equipment care and maintenance.

6. Thorough knowledge of farm equipment and materials and ability to manage the use of materials and equipment efficiently and economically.
7. Considerable knowledge of plant and animal diseases and insect pests as well as the modern methods of their prevention, eradication, and cure.
8. Ability to keep records of time, production and costs, and to make reports and recommendations for improvement in methods and equipment.
9. Ability to plan and direct large scale diversified farm activities.
10. Self-starter, motivated to work without abundant supervision
11. Identify problems and recommend and implement solutions
12. Analyze situations accurately and adopt an effective course of action
13. Meet schedules and timelines
14. Ability to establish and maintain positive working relationships with students, other professionals, staff, vendors, and the public.

EQUIPMENT/SOFTWARE

Information Technology Abilities required:

- 1-1 Ability to operate a personal computer using the Windows environment.
- 1-2 Ability to understand operating a personal computer within the Crowder College Network environment.
- 1-3 Ability to use E-mail.
- 1-4 Ability to use spreadsheets, word processing, databases, and general Microsoft Office software.

POSITIONS SUPERVISED

Farm workers including student workers and work-study students

WORKING CONDITIONS

1. Some indoor work but generally outdoors with exposure to temperature changes, noise, dust and/or chemicals
2. Work schedule will vary as early morning, late evening, weekend, and holiday hours may be required
3. Work conditions are often dirty, greasy, cold, wet, hot and/or dusty, appropriate apparel for those conditions is required
4. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

1. Involves a high level of physical activity and mobility within the campus, campus farm, and various sites
2. Ability to lift a minimum of 50 pounds repetitively
3. Ability to climb ladders and steps repetitively
4. Must be able to physically restrain small and large animals
5. Operate a variety of farm equipment as needed
6. Ability and willingness to work outside in all weather conditions
7. Input, access and distribute information using computers, may sit at computer for extended periods periodically
8. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk and hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

Ability and willingness to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.