

TITLE	CLASSIFICATION	SALARY RANGE
Manager, Farm Facilities & Products	Management Team Classified Supervisor	10

SCOPE OF POSITION:

Under the direction of the Dean, Agriculture/Natural Resources and Culinary Arts, coordinate and implement the operations and instructional activities of the Dutton Agricultural Pavilion and the Shone Farm Winery, including serving as a Winemaker; ensure Pavilion readiness for instructional activities and events; manage the production and marketing of value-added products (VAPs).

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Prepare Pavilion classrooms for classes and labs including setting up chairs/tables, lab equipment, and audio-visual equipment.
2. Serve as Winemaker; produce, age, package, market and sell Shone Farm wines; maintain related inventory, records and reports according to government regulations; conduct basic lab analysis of wine; coordinate the evaluation of wines by assembling tasting panels; manage the wine club; monitor sales; ensure proper licensing, label approval and tax-reporting activities are in compliance with established guidelines and regulations.
3. Coordinate and oversee the rental of the Pavilion for events by outside groups; serve as primary contact for outside groups and schedule events; prepare Pavilion for events; make presentations during events; ensure safe use and proper cleaning of Pavilion following events.
4. Manage the production and marketing of VAP goods including olive oil, soap, lip balm, honey and others; conduct research and development of potential new products.
5. Host tours for outside groups; serve as representative for the District and Shone Farm to raise public awareness and recruit new students.
6. Coordinate and implement various events to market Shone Farm and its products including festivals, wine release events, holiday sales and others.
7. Perform or arrange for repairs of Pavilion facilities and equipment; requisition, order, receive and maintain supplies and equipment; oversee the maintenance and repair of equipment including wine presses, pumps, culinary equipment and others.
8. Provide technical information and assistance to the Dean regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
9. Prepare and maintain narrative and statistical reports, correspondence, records and files related to personnel and assigned activities; prepare the annual Program and Resource Planning Process (PRPP) report for the Program.
10. Establish and maintain safety programs; ensure compliance with State and Federal safety, environmental and hazardous waste codes and regulations.
11. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.

KEY DUTIES AND RESPONSIBILITIES – Continued

12. Participate in the development of the budgets for Agriculture Pavilion and Shone Farm Winery; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.
13. Operate a computer and assigned software programs; operate audio-visual equipment; operate a variety of wine-making presses, pumps, compressors, generators, filters, semi-automatic bottling line, and other specialized equipment; operate Farm vehicles including a forklift and truck; operate various lab equipment.
14. Plan harvest of grapes and olives; arrange crews and equipment for harvest and processing operations.

KNOWLEDGE OF:

1. Commercial wine production methods and techniques including viticulture practices, enological practices, winemaking equipment operation, packaging and bottling, and marketing and sales.
2. Wine promotion, sales, and distribution
3. State regulations related winery operations.
4. State and Federal health and safety, environmental and hazardous waste codes and regulations.
5. Safe food handling practices.
6. Applicable laws, codes, regulations, policies and procedures.
7. Oral and written communication skills.
8. Principles and practices of supervision and training.
9. Interpersonal skills using tact, patience and courtesy.
10. Operation of a computer and assigned software.
11. Public speaking techniques.
12. Budget preparation and control.

ABILITY TO:

1. Manage the production and marketing of goods.
2. Operate winemaking equipment.
3. Train and evaluate the performance of assigned staff.
4. Communicate effectively both orally and in writing.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment.
8. Operate various lab equipment.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Work independently with little direction.

ABILITY TO – Continued

12. Plan and organize work.
13. Maintain records and files.
14. Prepare comprehensive narrative and statistical reports.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree in enology.

EXPERIENCE:

Increasingly responsible experience as a winemaker, including facilities maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Forklift Operator's certification.