

TITLE: Manager, Shone Farm

CLASSIFICATION: Management Team – Classified Supervisor

SALARY RANGE: 18

SCOPE OF POSITION:

Under the direction of the Dean, Agriculture/Natural Resources & Culinary Arts, plan, organize and direct day-to-day operations at Shone Farm; assume responsibility for overall performance, maintenance and safety of Shone Farm property, equipment and staff; implement the academic priorities of the Agriculture/Natural Resources (AG/NR) faculty and balance the fiscal mandate to maintain Shone Farm as a self-supporting economic unit; train, supervise and evaluate the performance of assigned staff.

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. Employ collaborative decision-making processes to ensure that Shone Farm operations align with and support academic programs, commercial operations and student on-farm work and training opportunities.
2. Work cooperatively with the Agriculture/Natural Resources Department faculty, staff, and administration in the development, revision, and implementation of both short-term and long-term management plans for the academic units at Shone Farm.
3. Provide horticultural, agronomic, forest, livestock, and pasture management expertise to ensure safe and high-quality operations; coordinate with faculty and staff to ensure that grounds and equipment meet instructional and commercial needs and are aligned with academic learning outcomes.
4. Train, supervise and evaluate the performance of assigned staff including student employees and student residents; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
5. Negotiate, prepare, maintain, review and evaluate external contracts for vineyard management, farm operations, animal and crop processing, and agricultural commodity sales.
6. Develop and maintain relationships with members of the local and statewide agricultural and educational community.
7. Develop and prepare the Shone Farm budget; analyze and review budgetary and financial data; authorize expenditures in accordance with District policies and procedures; develop and maintain an accounting system including annual budgeting and daily accounting procedures utilizing District accounting programs, and commercial accounting and sales programs; initiate and monitor purchases for maintenance and repair of day-to-day operations of the Farm.
8. Provide technical expertise, information and assistance to the Dean regarding assigned functions; assist in the formulation and development of policies, procedures and programs; research new markets for products and present proposals for new products to the Dean and Ag/NR Department faculty.
9. Oversee the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities; develop and maintain systematic records of farming operations.

KEY DUTIES AND RESPONSIBILITIES – Continued

10. Maintain accurate inventory of Shone Farm assets including livestock, horses, vegetable and fruit crops, forest trails and improvements, building/construction/irrigation materials, farm vehicles, tractors, implements, machinery, tools and other equipment used on the Farm.
11. Provide tours and give presentations for classes and local and State-wide community members.
12. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information; communicate with State and local agriculture agencies regarding permits, regulatory requirements and updates, and reporting requirements.
13. Operate vehicles, stock and equipment trailers, tractors and other farm equipment; operate various livestock equipment and horticultural equipment such as greenhouses and weather stations.
14. Coordinate other activities in support of Shone Farm including outreach programs, emergency preparedness planning and training, interdisciplinary program work, grant writing, and professional development activities.

KNOWLEDGE OF:

1. Agricultural practices, including horticulture, animal science and care, plant science, crop production, soil science, irrigation technology, and farm and ranch management.
2. Budget formulation, fiscal management and accounting for agricultural businesses.
3. Marketing and sales techniques and public relations strategies.
4. District, state, Federal laws and procedures pertaining to agriculture, emergency preparedness, hazardous materials and other laws, codes and regulations related to assigned activities.
5. Oral and written communication skills.
6. Principles and practices of management, supervision and training.
7. Interpersonal skills using tact, patience and courtesy.
8. Inventory practices and procedures.

ABILITY TO:

1. Train, supervise and evaluate the performance of assigned staff.
2. Appraise and advise District staff on various aspects of the Farm operations.
3. Collaborate with a diverse set of stakeholders to achieve organizational goals.
4. Communicate effectively both orally and in writing.
5. Exercise sound judgment.
6. Analyze situations accurately and adopt an effective course of action. Respond quickly and decisively to urgent situations.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer and assigned office equipment.
10. Meet schedules and deadlines.

ABILITY TO – Continued

11. Work independently with little direction.
12. Plan and organize work.
13. Direct the maintenance of a variety of reports, records and files related to assigned activities.
14. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM 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 Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree in agriculture, business administration or related field.

Experience:

Increasingly responsible experience working in an agricultural environment or working in diversified farm operations. Possession of a valid California Driver's License and good driving record.

WORKING CONDITIONS:

Environment:

Regular exposure to dust and noise from animals and equipment operations. Routinely required to work under inclement weather conditions outdoors.

Physical Demands:

Walking, sitting or standing for extended periods of time. Lifting, carrying, pushing or pulling moderately heavy objects (up to 50 lbs. unassisted).