

College of the Redwoods

Position Description

Position: Agriculture Production Manager	Position Number:
Department: Agriculture	FLSA: Non-exempt
Reports to: Dean, Career Education	Salary Grade: 124

Summary

Under the direction of the Dean of Career Education, plan, organize, and direct day-to-day agriculture operations at the CR Shively Farm and the Eureka main campus; assume responsibility for overall performance, maintenance, and safety of agriculture property, equipment, and staff; implement the academic priorities of the Agriculture faculty and balance the fiscal mandate to maintain the Agriculture production operation as a self-supporting economic unit; train, supervise, and evaluate performance of assigned staff; research and determine grant opportunities and collaborative efforts with local stakeholders.

Distinguishing Career Features

The Agriculture Production Manager combines the running of an actual 'producing' farm and support to the instruction of students engaged in agricultural studies. The Agriculture Production Manager resides on the premise for the convenience of the College and provides security of property, assets, and crops on an around-the-clock basis. The Agriculture Production Manager applies knowledge of agricultural and agribusiness operations to sustain a diversified farm that educates students while offering a service to the college community. The Agriculture Production Manager will demonstrate a high level of interest in the educational aspects of agriculture.

Essential Duties and Responsibilities

- Employ collaborative decision-making processes to ensure that agriculture production operations align with and support academic programs, commercial operations and student on-farm work and training opportunities.
- Work cooperatively with the Agriculture 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 Shively Farm and the Eureka main campus.
- Provide horticultural, agronomic, 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.
- Train, supervise and evaluate the performance of assigned staff including Shively Farm and Greenhouse ISS positions, Shively Farm caretaker(s), student employees and student residents; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Supervise operations of Eureka Campus agriculture endeavors, including, but not limited to, greenhouse operations, composting facilities, Farmer's Market, CSA program,

orchards, and other agricultural production areas.

- Negotiate, prepare, maintain, review and evaluate external contracts for vineyard management, farm operations, animal and crop processing, and agricultural commodity sales.
- Develop and maintain relationships with members of the local and statewide agricultural and educational community.
- Develop and prepare the Agriculture operations 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.
- 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 Agriculture Department faculty.
- 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.
- Maintain accurate inventory of Agriculture operation assets including livestock, vegetable and fruit crops, building/construction/irrigation materials, farm vehicles, tractors, implements, machinery, tools and other equipment used on the Farm and Eureka main campus.
- Provide tours and give presentations for classes and local and State-wide community members.
- 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.
- Operate vehicles, stock and equipment trailers, tractors and other farm equipment; operate various livestock equipment and horticultural equipment such as greenhouses and weather stations.
- Coordinate other activities in support of the agriculture department including outreach programs, emergency preparedness planning and training, interdisciplinary program work, grant writing, and professional development activities.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Agricultural practices, including horticulture, animal science and care, plant science, crop production, soil science, irrigation technology, and farm and ranch management.

Budget formulation, fiscal management and accounting for agricultural businesses. Marketing and sales techniques and public relations strategies. District, state, Federal laws and procedures pertaining to agriculture, emergency preparedness, hazardous materials and other laws, codes and regulations related to assigned activities. Oral and written communication skills. Principles and practices of management, supervision and training. Interpersonal skills using tact, patience and courtesy. Inventory practices and procedures.

▪ **Abilities**

Train, supervise and evaluate the performance of assigned staff. Apprise and advise District staff on various aspects of the Farm operations. Collaborate with a diverse set of stakeholders to achieve organizational goals. Communicate effectively both orally and in writing. Exercise sound judgment. Analyze situations accurately and adopt an effective course of action. Respond quickly and decisively to urgent situations. Interpret, apply and explain rules, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment. Meet schedules and deadlines. Work independently with little direction. Plan and organize work. Direct the maintenance of a variety of reports, records and files related to assigned activities. Demonstrate sensitivity to, and respect for, a diverse population.

▪ **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors in a farm and field environment engaged in work of an active nature. Requires sufficient ambulatory ability to stand for extended periods of time, lift and move medium-to-heavy weight materials up to 50 pounds unassisted, and move to and among work stations used for instruction. Requires sufficient arm, hand, finger strength and dexterity to plant, prune, and care for fruit-bearing and ornamental plants and trees. Requires normal hearing and speaking skills to communicate with staff and students in one-on-one and small group settings. Requires visual acuity to observe moving objects, read printed materials and labels, and to observe students performing assignments.

▪ **Education and Experience**

Bachelor's degree in agriculture, business administration or related field. Master's degree in agriculture, business administration or related field and BILINGUAL/English/Spanish written and verbal communication preferred. Increasingly responsible experience working in an agricultural environment or working in diversified farm operations.

▪ **Licenses and Certificates**

Requires a valid driver's license and good driving record.

▪ **Working Conditions**

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

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.