

EQUESTRIAN MANAGER

DEFINITION

Plans, supervises, and participates in the business operations and maintenance of the Equestrian Center at Los Angeles Pierce College.

TYPICAL DUTIES

Supervises and participates in daily equestrian operations which include:

Selection, caring (including preventative and routine equine health practices and administering medial treatments as prescribed by a veterinarian), feeding, breeding, sale, and disposal of horses.

Operation and maintenance of assigned farm/agricultural machinery, equipment, and equestrian facilities.

Organizes, schedules, assigns, and reviews the work of assigned Equestrian Center staff.

Develops and implements work methods and procedures of all phases of equestrian operations including barn rental operations, equestrian show events, instructional support services for the academic programs, and equine health and welfare.

Develops long-term and short-term plans for the Equestrian Center and recommends changes and improvements in equestrian operations, staffing, facilities, and equipment.

Coordinates with the department chair and instructional staff to support the needs of the pertinent instructional program.

Investigates complaints and resolves difficult issues related to equine animals and facilities.

Coordinates the activities of students participating in equestrian operations as part of their educational program.

Coordinates the use of equestrian facilities for special events, tours, and film crews.

Conducts orientation and training sessions for equestrian staff, students, and volunteers assigned to the farm/agricultural units.

Periodically inspects equestrian buildings, grounds, and equipment to identify safety and sanitary hazards problems and initiates immediate or preventative maintenance measures.

Assures adherence of farm/agricultural operations to Federal, State, and local laws and regulations concerning human and animal health, safety, and sanitation.

Implements security measures to prevent theft and vandalism.

Develops an annual budget and makes requisitions for equestrian supplies and equipment as needed.

Interviews sales representatives regarding product specifications, trade practices, product availability, and pricing.

Designs and writes marketing and advertising materials such as bulletins, brochures, and news releases to publicize Equestrian Center activities and services.

Prepares correspondence and maintains records and production reports on equestrian activities and issues fiscal reports on equestrian activities and budget expenditures on a regular basis.

Maintains strong community relations with the public.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Equestrian Manager** plans, supervises, and participates in the business operations and maintenance of the Equestrian Center at Los Angeles Pierce College including barn rental operations, equestrian show events, instructional support services for the academic programs, and equine health and welfare.

A **Farm Manager** plans, supervises, and participates in the management and maintenance of agricultural and horticultural activities that support the instructional program at Los Angeles Pierce College.

SUPERVISION

General supervision is received from a classified or academic administrator. Immediate supervision is exercised over lower-level Agricultural staff, student employees, and volunteers.

CLASS QUALIFICATIONS

Knowledge of:

- Farming/Agricultural principles and methods and their application to equestrian activities
- Selection, nutrition, care, breeding, sanitation, and disease control for equine
- State and local laws and regulations related to equine care and operations
- Basic veterinary care
- Agricultural waste disposal
- Principles of marketing and advertising
- Public relations techniques for public contact in person and on the telephone
- Maintenance and operation of farm/agricultural equipment and machinery
- Health and safety laws and regulations applicable to farm/agricultural operations and product sales
- Safety requirements for handling hazardous or toxic materials
- Sustainable agricultural practices
- Principles of supervision and training
- Basic principles of budget preparation and maintenance
- Organization and management of records
- Operation of computer equipment and systems, software, and hardware common to equine operations

Ability to:

- Manage equestrian operations in conjunction with an instructional program
- Plan, organize, and direct the business activities of an equestrian center
- Develop plans for equestrian operations and make recommendations on improvements
- Supervise, coordinate, and schedule the work of assigned staff
- Train others in equestrian operations related activities
- Effectively communicate orally and in writing
- Give clear and concise instructions
- Interpret and apply rules and regulations related to equestrian operations

Ability to (cont.)

- Establish and maintain effective and cooperative relationships with administrators, faculty, staff, students, vendors, and the community
- Analyze situations correctly and take effective action
- Evaluate work methods and performance
- Meet schedules and time lines
- Prepare accurate reports
- Keep accurate records
- Effectively utilize computer equipment in the performance of duties
- Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. A bachelor's degree from a recognized four-year college or university with a major in equine science, equestrian business management, animal science, agricultural science, agribusiness, or a closely related field **AND** one year of full-time paid farming experience which included responsibility for equestrian operations.

OR

- B. An associate's degree from a recognized college with a major in equine science, equestrian business management, animal science, agricultural science, agribusiness, or a closely related field **AND** three years of full-time paid farming experience which included responsibility for equestrian operations.

OR

- C. Five years of full-time paid farming experience which included responsibility for equestrian operations.

OR

- D. Any equivalent combination of A., B., and C. above.

Special:

- A valid California Class "C" driver's license.
- A valid California Class "A" driver's license may be required within 60 days of employment.