

FARM MANAGER

DEFINITION

Plans, supervises, and participates in the management and maintenance of farm/agricultural activities in support of the instructional programs at Los Angeles Pierce College.

TYPICAL DUTIES

Supervises and participates in daily farm/agricultural operations which include:

- Soil preparation, planting, irrigation, cultivating, harvesting, and storing of hay and other forage crops.

- Selection, caring (including preventative and routine herd health practices and administering medial treatments as prescribed by a veterinarian), feeding, breeding, sale, and disposal of livestock including beef, horses, sheep, goats, swine, poultry, and llamas.

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

Organizes, schedules, assigns, and reviews the work of assigned farm/agricultural employees.

Develops and implements work methods and procedures of all phases of farm/agricultural operations, including animal health and welfare.

Develops long-term and short-term plans for the farm/agricultural operations and recommends changes and improvements in farm/agricultural operations, staffing, facilities, and equipment.

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

Coordinates the activities of students participating in farm/agricultural operations as part of their educational program.

Coordinates farm/agricultural operations off-site.

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

Periodically inspects farm/agricultural 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 supplies and equipment as needed.

Maintains records and production reports on farm/agricultural activities and issues fiscal reports on farm/agricultural activities and budget expenditures on a regular basis.

Coordinates the use of farm/agricultural facilities for special events, tours, and film crews.

Maintains strong community relations with the public.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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

A **Senior Agricultural Technician** applies a working knowledge of the agricultural sciences while acting in a lead capacity with responsibility for overseeing and participating in the daily operation of farm/agricultural units that supports an instructional program which includes instructional assistance, animal care, crop production, and facilities and equipment maintenance and repairs.

An **Agricultural Technician** applies a working knowledge of the agricultural sciences in performing the full range of duties related to the day-to-day operations of farm/agricultural units which includes instructional assistance, animal care, crop production, and facilities and equipment maintenance and repair.

SUPERVISION

General supervision is received from a classified or academic administrator. General 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 diversified farm/agricultural activities
- Selection, nutrition, care, breeding, sanitation, and disease control of meat and fiber animals, poultry, horses, and dairy cattle
- State and local laws and regulations related to animal care, crop production, and farm/agricultural operations
- Agronomy
- Basic veterinary care
- Agricultural waste disposal
- Marketing of agricultural products
- Principles of public relations
- Maintenance and operation of farm/agricultural equipment and machinery
- Arboriculture and wildlife management
- 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
- Capabilities of computer systems, software, and hardware common to farm/agricultural operations

Ability to

- Manage farm/agricultural operations in conjunction with an instructional program
- Develop plans for farm/agricultural operations and make recommendations on improvements
- Supervise, coordinate, and schedule the work of assigned staff
- Train others in farm/agricultural operations related activities
- Effectively communicate orally and in writing
- Give clear and concise instructions
- Interpret and apply rules and regulations related to farm/agricultural operations
- 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 animal science, agricultural science, agribusiness, or a closely related field **AND** one year of full-time paid farming experience which included responsibility for livestock and agricultural operations.

OR

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

OR

- C. Five years of full-time paid farming experience which included responsibility for livestock and agricultural 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.