

Working Title Farm Operations Asst Mgr
20 Coaches, supervises, trains, evaluates, disciplines, and motivates permanent employees. Hires and supervises temporary staff and field labor. Provides a
Description of Work Serves as the ARDC Farm Operations Assistant Manager. Responsible for supervising and scheduling crews; planning and management of row and forage crop operations; farm, facility and equipment repair and maintenance; and coordination of research projects on the ARDC. Serves as Maintenance Shop (Farm/Facility) Building supervisor. Works with and coordinates the agronomic and research activities with ARDC unit managers and project leaders. Serves on the ARDC Management Team. In the absence of the ARDC Director, who serves as the General Farm Manager, this position has full authority to make decisions relative to the management of the research farm. Farm revenue and size in top 3% in Nebraska.

Minimum Required Qualifications Bachelor's degree in agricultural science area plus five years minimum management experience in large agricultural production system, preferably in a research setting required. Requirements include: (1) agriculture background; (2) extensive knowledge base in modern crop production practices/best management practices; (3) large-scale mechanized crop production experience; and (4) knowledge of research operations. Ability to utilize computers and site-specific agricultural technologies including GPS, yield monitors, application equipment controllers, navigation and guidance systems necessary. Strong organizational skills and interpersonal relationship skills essential. Must have the ability to obtain EPA commercial/non-commercial pesticide applicator's License, commercial driver's license, and chemigation applicator's license.

Preferred Qualifications Master's degree in agricultural science area preferred. Certified Crop Advisor desirable. Research operations background helpful.

% of Time	Responsibility / Duty	Essential Function
45	Manages the operations of the 3,100 acre farm plus an additional 500 acres under Husker Genetics. Plans, schedules and coordinates unit department work orders and research service requests/needs with unit managers and project leaders. Fully supervises and directs the farm staff, directs and evaluates field operations and crops, determines personnel and equipment schedules, signs time cards, schedules leave, maintains equipment and facilities, manages purchased inputs, directs grain management, etc. Directs snow removal operations and roadside mowing. Supervises farm shop operations. Serves as Maintenance Shop Building Supervisor. Maintains research protocols and provides expert knowledge in the development of projects. Maintains fuel center.	Yes

20 Problem Solving/Decision	Coaches, supervises, trains, evaluates, disciplines, and motivates permanent employees. Hires and supervises temporary staff and field labor. Provides a safe working environment.	Yes
15	Determines strategies to ensure proper harvest, storage, delivery and quality of grain and forages to final users, including planning of all field operations, irrigation management, forage management.	Yes
10	Assist the ARDC General Farm Manager to prepare the annual farm budget and purchase farm inputs. Records, analyzes and reports research and operations data as required. Purchases capital equipment.	Yes
5	Assists with field days, demonstrations, tours, and the reception of visitors. Makes presentations. Develops and maintains good public relations within the community. Attends relevant educational meetings and field days.	Yes
5	Serves on committees, attends monthly ARDC Administrative Team meetings, ARDC Unit Managers' meetings, and other activities at the Director's/General Farm Manager's request. Other duties and responsibilities as requested.	Yes

Zone Definition Factors

<p>A. Knowledge, Skills and Abilities (KSAs) Scope of KSAs required for success.</p>	<p>An agricultural background required. Ability to work with a diverse group of faculty, staff and students required. Often must build consensus among non-supervised staff within and outside administrative structure. Strong interpersonal relationship skills required. Large-scale mechanized crop production experience and knowledge of research operations required. Ability to utilize computers and site-specific ag technologies including GPS, yield monitors, application equipment controllers, navigation and guidance systems. Strong organizational skills required.</p>
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<p>D1. Supervision Relating to Decision Making How much authoritative advice will be given? What level of analysis or information gathering will be needed?</p>	<p>Employee is responsible for operational aspects of the 3,100 acre ARDC farming and research operation which includes staffing, scheduling of farm crews, controlling inventory, developing crop production strategies, providing operational control of research and farm production tasks. Employee is responsible for farm equipment, grain inventories and facilities, with combined value of over \$4.5 million. This also includes purchasing and/or providing input for purchases to support the farming operation and ARDC infrastructure.</p>
<p>C. Interactions Describe the nature/purpose of contact with other people.</p>	<p>This position has a high degree of internal daily contacts with staff, faculty and unit managers to coordinate operations and research projects. External contacts daily with industry representatives to plan and purchase supplies, services, and equipment and to coordinate delivery. Consultation with regulatory agencies. Weekly contact with clientele and general public to facilitate positive public relations.</p>

<p>Describe how Supervision Required on the Job will be exercised in such incidental supervision is exercised. How specific is the instruction and guidance provided? How frequently is the work reviewed? What problems are taken to the supervisor?</p>	<p>Advisory and consultation with Director. Employee is self directed. Position is reviewed formally by the ARDC Director/ General Farm Manager on a yearly basis. Informally by the Department Heads, Project Leaders, and the ARD Dean and Director. Problems taken to supervisor are relationship issues with UNL departments and the public; issues affecting long-term goals.</p>
<p>D2. Supervision Exercised</p> <p>Indicate the <u>number</u> of full-time equivalent employees supervised in each employee category below.</p>	
<p>Managerial/ Professional</p>	<p>0</p>
<p>Office/Service</p>	<p>6</p>
<p>Temporary/On Call</p>	<p>0</p>
<p>Students</p>	<p>1</p>

<p>Describe how much supervision the job will give, i.e., incidental guidance, functional supervision, work team leader, full supervision including hiring and performance evaluations.</p>	<p>ARDC Farm Operations Asst Manager maintains an independent office remote from the Research and Education Building. Position has full authority for crop management and services provided to multiple departments. The supervision area encompasses approximately 15 square miles. Makes recommendations for hiring, salary adjustments and terminations as part of the ARDC Management Team.</p>
<p>E. Impact Describe how influential this position is within the institution. What is the likely effect of potential errors made in regular course of work? How much impact on fiscal affairs of the institution? How important is the work to the operations, activities, and future of the institution?</p>	<p>Errors could severely impact research success from non-recoverable failure of faculty and grad student research programs. Planning and execution errors could severely impact departmental revolving accounts and research grants necessary to provide infrastructure support, staffing, and maintain equipment. Position is responsible for the production of commodities valued at \$2 million annually. Position is also responsible for the maintenance and operation of \$2.5 million in equipment.</p>