NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Farm Manager

Department: Business, Technology & Continuing Education
Job Status: Full Time
FLSA Status: Exempt
Reports To: Director of Agriculture
Grade/Level: Admin/Prof Classification I-J
Amount of Travel Required: As needed
Work Schedule: Varied, assigned by supervisor
Positions Supervised: None
Contract Length: 12 months

PURPOSE: The farm manager is responsible for oversight of the overall grounds and maintenance of the Northeast Texas Community College Demonstration and Research Farm. This individual will be responsible for the care of the NTCC livestock herd, and will make recommendations toward herd management. As farm manager, he/she will be responsible for pasture management, to include, but not limited to spraying, fertilizing, mowing, and coordination of hay baling. The farm manager will work extensively with the NTCC Agriculture faculty and college administration. The farm manager will be responsible for day-to-day operations of all aspects of the NTCC Demonstration and Research Farm.

MAJOR RESPONSIBILITIES:

- Feeds, transports, and cares for livestock
- Coordinates sale and purchase of college livestock
- Coordinates fertilization and land management efforts
- Coordinates the upkeep and maintenance of additional college land, as directed
- Utilizes welder for the construction and repair of various farm items as necessary
- Assists in the maintenance of farm buildings, fences, and equipment
- Administers simple medication to animals
- Coordinates veterinary services
- Operates farm implements
- Operates hand-tools, such as shovel, rake, chainsaw, weed-eater, etc.
- Coordinates baling of hay
- Works with outside agencies to coordinate community agriculture events such as continuing education and other outreach services
- Works with other agencies and educational institutions to coordinate agriculture research efforts
- Maintains records for farm animals
- Works with various professional organizations to develop innovative uses of college farm property
- Stays abreast of various sustainable agriculture projects through both print and electronic media
- Works with Agriculture faculty to coordinate herd management strategies
- Supervises student farm workers
• Works with NTCC Show Team to coordinate team goals with farm goals
• Works with college faculty to assist in facilitating the farm as an Agriculture lab

POSITION CHARACTERISTICS:
• Knowledge and appreciation of farm operations, including but not limited to livestock and pasture management.
• Ability to work independently and follow a self-disciplined schedule.
• Ability to set and achieve goals.
• Ability to anticipate problems and exercise good judgment.
• May require additional, nontraditional work hours i.e. nights and weekends

QUALIFICATIONS:
• Requires a high school diploma or equivalent.
• Three years of experience in farm management required.
• Experience and general knowledge in the diversity of agriculture is required.
• Ability to perform extensive physical labor.
• Strong interpersonal skills and the ability to work with diverse individuals and groups is also required.

SIGNATURES:

______________________________________  ________________
Farm Manager                               Date

______________________________________  ________________
Director of Agriculture                     Date

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Dean of Business, Technology & Continuing Education Date

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President                                   Date

Job description developed: 2009
Reviewed:                               
Revised:  June 28, 2010, by Diana Hall
Prepared by: