

ANIMAL FARM OPERATIONS SPECIALIST

DEFINITION

Under general supervision, coordinates, oversees, and participates in the operations, activities, and maintenance of the District's farm animal sciences unit; provides instructional and administrative support services for the Farm Program; assists students and faculty in the use and operation of equipment and materials related to the farm animal sciences unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Supervisor, Farm. May provide technical and functional oversight and training to staff and student workers.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for participating in the daily operations, services, and maintenance activities of the District's farm animal sciences unit. Typical duties include collaborating and implementing weekly, monthly, and annual plans for the unit, assisting students and faculty in the use and operation of farm equipment and materials, and providing instructional support services for the farm program. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF-ESSENTIAL FUNCTIONS (Illustrative Only)

- Coordinates, oversees, and participates in the operations, services, and maintenance activities of the animal sciences unit; ensures proper safety and security of the animal sciences unit and related buildings, equipment, and grounds; monitors, evaluates, and adjusts activities in response to farm needs; ensures animal sciences unit activities comply with established standards, policies, and procedures.
- Participates in the development and implementation of goals and objectives for the farm's animal science unit.
- Oversees, develops, and implements production, breeding, feeding, healthcare, and safety practices and plans of the farm's animals; monitors and ensures smooth and efficient operations and activities related to the farm's pastures and stock areas, facilities, and equipment.
- Collaborates in developing and implements weekly, monthly, and annual plans for the animal sciences unit; participates in the development and implementation of methods and procedures for the general care of farm animals, facilities, and equipment.
- Trains and provides work direction and guidance to assigned student workers and staff; prepares work schedules, assigns duties, and reviews work for accuracy, completeness, and compliance with established standards and procedures; ensures student and staff understanding of safety practices and procedures.
- Provides instructional support services for the Farm Program; assists students with developing animal science husbandry and animal welfare skills; explains related principles, practices, procedures, methods, materials, terminology, tools, and equipment; participates in demonstrations of farm activities.
- Assists students and faculty in the use and operation of farm equipment and materials related to the animal sciences unit; sets up, operates, and demonstrates the use of farming materials, tools, and equipment; performs minor maintenance and repairs on equipment as needed.

- Assists instructors with the preparation of agricultural exhibits and instructional materials used in Agri-Science laboratory assignments; responds to student inquiries and provides assistance concerning horticulture farming coursework, textbooks, and laboratory manual problems.
- Develops and implements monthly production and herd health plans and maintains related schedules and production output.
- Oversees the cultural practices of the animal sciences unit; identifies cultural problems; develops and implements related solutions in accordance with state and federal regulations.
- Coordinates the sale of the farm's animal sciences products; ensures adequate animal availability and coordinates related production activities; develops and arranges delivery schedules; processes and accounts for sales revenue.
- Assists in developing budget figures for the unit; monitors and controls expenditures; monitors inventory levels of animal farming supplies and equipment; orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.
- Communicates with District staff, students, and various outside agencies to exchange information and resolve issues or concerns.
- Prepares and maintains various records and reports related to students, animals, materials, inventory, and assigned activities.
- Drives a vehicle to transport farm products as needed.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the animal sciences program.
- Practices, procedures, and techniques involved in monthly production, breeding, feeding, healthcare, and safety practices of the farm's animals.
- General methods and procedures for preparing course materials used in Agri-Science courses.
- Set-up, operation, demonstration, and maintenance of various tools and equipment used in the animal sciences program.
- Basic sales and customer service practices and procedures.
- Methods, practices, and techniques of student learning and instruction.
- Basic principles of supervision and training.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Coordinate, oversee, and participate in the operations, services, and maintenance activities of an animal sciences program.
- Plan, schedule, assign, and oversee activities of student workers.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Assist students and faculty in the use and operation of farm equipment and materials related to the animal sciences unit.

- Coordinate, oversee, and participate in monthly production, breeding, feeding, healthcare, and safety practices of the farm's animals.
- Explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the animal sciences program.
- Coordinate the sale and delivery of farm animal products.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local and District policies, procedures, and regulations.
- Make accurate business arithmetic computations; accurately process cash transactions.
- Estimate and order required supplies and equipment.
- Establish and maintain a filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from a regionally accredited college with coursework in agricultural science, animal sciences, or a related field, and two (2) years of experience with animal farming operations and activities.

Licenses and Certifications:

- A valid California Class A driver's license with the appropriate endorsements is required.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied farming tools and equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect animals and work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 50 pounds, and occasionally heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, dust, fumes, and allergens, hazardous physical substances and fumes and mechanical and/or electrical equipment and machinery. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures. In addition to the above, as this position is located in the District's farm/agricultural area, there are additional environmental elements and potential hazards that are typical of this environment. These include, bio-hazards, dealing with

livestock, farm equipment, and walking on slopes, wet surfaces, uneven ground, and navigating open fields which include: bumps, holes, etc.