



## Job Classification Description

### **HERD MANAGER/VTC VSC UP- PAT Bargaining Unit**

**Grade 11**

#### **BASIC FUNCTION**

To manage the VTC Farm's livestock, and to teach livestock management methods to students; plan and administer the Farm operating, equipment and livestock purchase budgets; plan and administer farm recordkeeping systems.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Plan and supervise milking operations, using state of the art facilities and equipment.
- Plan and manage livestock feeding operations.
- Plan and perform breeding management functions.
- Plan and supervise general care of livestock, including preventive health care techniques.
- Monitor animals for health problems. Obtain veterinary care and assistance as needed. Administer medications and special medical care procedures as directed by veterinarian(s).
- Manage student workers assigned to livestock management operations including scheduling.
- Assist with field supervision as needed.
- Supervise Farm Intern.
- Confer regularly with supervisor and other farm personnel, as well as veterinarians and others outside the College to plan and coordinate activities, investigate and resolve problems, and the like.
- Manage implementation of field cropping operation.
- Maintain and repair farm machinery.
- Keep up-to-date on current developments in farm livestock management methods.
- Plan and administer appropriate farm recordkeeping systems. Prepare various administrative/operations reports.
- Plan, request and administer the Farm operating, equipment and livestock purchase budgets.

#### **SUPERVISION RECEIVED**

Minimal supervision is received from the Dean of Administration or other senior staff or faculty member.

#### **SUPERVISION EXERCISED**

Functional and partial administrative supervision of five to ten student workers.

#### **MINIMUM QUALIFICATIONS**

Associates degree in an appropriate discipline plus 4-5 years of relevant livestock management experience or a combination of education and experience from which comparable knowledge and skills are acquired. Bachelor's degree preferred.

- Broad base of knowledge and skills in livestock management, with good understanding of

dairy farm management.

- Strong administrative, organizational, personnel and budget management skills.
- Basic understanding of business accounting.
- Familiarity with automated information systems desirable.
- Good supervisory and basic teaching skills; previous supervisory experience desirable.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**