

Job Title: Manager, Farm
Position Number: 201314685
Department: Natural Sciences
Job Category: Management
Time (Percent Time): 100%
Term (months/year): 12 months/year
Current Work
Schedule (days, hours): Monday - Friday, 7:30am - 4:30pm
Salary Range: M-10
Salary: Steps 1 - 6, \$96,516 - \$108,780 annually
Shift Differential:
Open Date: 07/03/2017
Initial Screening Date: 08/10/2017
Open Until Filled: Yes

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on August 10, 2017 (Initial Screening Date) are assured consideration.

Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position:

Application Procedure:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed résumé that summarizes educational preparation and professional experience for the position.
4. Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

The College contributes \$7,775 toward annual premiums for medical, dental, vision, and life insurance coverage. Lifetime retirement benefits provided for eligible retirees. The District participates in the Public Employees' Retirement System (PERS), State Teachers' Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

Note Salary and Health & Welfare Benefits are subject to change.

DEFINITION

Basic Function/Overview:

Under the administrative direction and oversight of the Dean, Natural Sciences, the Manager, Farm plans, schedules, assigns, and reviews the work of Farm Program staff, including animal units, horticulture unit, and agriculture lands; oversees and maintains Farm financial accounts; coordinates, monitors, and provides technical input for assigned farm operations, maintenance, and related projects and programs; provides responsible technical assistance to the Dean, Natural Sciences; performs a variety of technical tasks relative to the assigned

functional area. This position is overtime-exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean, Natural Sciences. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management-level classification responsible for planning, organizing, supervising, reviewing, and evaluating the work of Farm Program staff. The incumbent organizes and oversees day-to-day activities and operations of the assigned functional area, including short- and long-term operational and maintenance planning, development and administration of program budgets, and various other projects. Successful performance of the work requires an extensive background in farm operations, as well as, the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Dean, Natural Sciences in that the latter has overall responsibility for all functions for the Natural Sciences Department.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff of the Farm Program, including animal units, horticulture unit, and agriculture lands.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services, projects, and activities; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations and activities of the Farm Program; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement.
- Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Supervises and participates in the development and implementation of weekly, monthly, and annual plans for assigned units and programs.
- Oversees the coordination of the sales of the farm's products, including animals, horses, and horticulture; researches current sales, expenses, and market trends to establish prices.
- Obtains and maintains permits, licenses, and certificates to ensure compliance of farm operations, including performing inspections to meet regulatory requirements.
- Manages all aspects of student residents at the farm, including maintaining contracts and agreements, ensuring compliance with rules, policies, and procedures, and coordinating utility services.
- Prepares and presents various reports and other necessary correspondence; supervises the

Essential
Duties/Major
Responsibilities:

preparation and maintenance of related reports, records, and files; ensures the proper documentation of activities.

- Reviews and maintains operational data; analyzes and evaluates data results; implements findings and takes corrective action, as necessary.
- Answers questions and provides information to faculty, students, staff, and the public; investigates inquiries; recommends corrective actions to resolve issues.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Assist in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to the Director, Equal Employment Opportunity Programs in Human Resources and other appropriate authority as necessary.

Other Duties:

Perform related duties as assigned.

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of farm operations and maintenance program development and administration.
- Principles, practices, equipment, tools, and materials of farm operations and maintenance.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget program development, administration, and accountability.

Knowledge Of:

- Safety principles, practices, and procedures.
- 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, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct farm operations and maintenance services, projects, and activities.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.

Skills and Abilities:

- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most complex farm operations and maintenance duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record keeping, and

project management systems.

- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; 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.

Minimum
Qualifications/
Education &
Experience:

Equivalent to graduation from an accredited four-year college or university with major coursework in agricultural science, animal sciences, or related field and five (5) full-time equivalent years of increasingly responsible experience in farm and/or ranch management, including two (2) full-time equivalent years of lead or supervisory experience.

Equivalencies:

Preferred

Qualifications:

License(s) & Other
Requirements:

Valid California driver's license.

Examination
Requirements:

Working
Environment:

Incumbents 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. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

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 College and meeting 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. Incumbents 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.

Hazards:

Exposure to chemicals used in pest control, fertilization and weed abatement. -Working around and with machinery having moving parts. -Working with and handling livestock.

Conditions of
Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees – The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled

Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: <http://www.mtsac.edu/safety/pdf/2014ASRFinal.pdf>

The person holding this position is considered a 'Responsible Employee' under Title IX of the Educational Amendments Act of 1972 and is required to report to the College's Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate
Requirements:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

Special Notes:

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225.

E-mail: employment@mtsac.edu.

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. Interviews may include a writing sample, committee presentation, and/or performance test. The committee will recommend finalists to the President/CEO and/or Vice President of Instruction for a second interview. The number of vacancies is dependent on student enrollment, College resources, needs, and Board of Trustees' approval. The starting date will be following Board approval and receipt of live scan clearance.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum.

Relocation costs will be borne by the successful candidate.

Special Instructions
to Applicants:

To be guaranteed consideration, it is the applicant's responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

EEO Policy:

It is the policy of Mt. San Antonio College that harassment is prohibited and that all persons shall receive equal employment and educational opportunities without regard to sex, race, color, ancestry, religious creed, national origin, age (over 40), medical condition (cancer), mental disability, physical disability (including HIV & AIDS), marital status, sexual orientation, or Vietnam Era Veteran Status. This nondiscrimination policy covers Family and Medical Care Leave and Pregnancy Disability Leave. Contact the Office of Human Resources if you need any special accommodations to complete the application process at 909.594.5611, ext. 4225.

Mt. San Antonio College is an Equal Opportunity Employer

Conflict of Interest Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio College's Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy: WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION. THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

Quick Link <http://hrjobs.mtsac.edu/postings/4819>

Posting Specific Questions

Required fields are indicated with an asterisk (*).

* How did you hear about this employment opportunity?

ACCCA (Association of California Community College Administrators)

Asians in Higher Ed

Blacks in Higher Ed

California Community College Registry

Chronicle of Higher Ed.

Community College Week

Daily Bulletin

Department of Veterans Affairs

Diverse - Issues in Higher Education

HigherEdJobs

Hispanics in Higher Ed

Job Fair

Los Angeles Times

La Opinion

Mt.SAC website

Orange County Register

San Gabriel Valley Tribune

The Hispanic Outlook

Women in Higher Education

Other

* Please identify any other source for how you found out about this employment opportunity.

(Open Ended Question)

* Incomplete applications packets will not be considered. Stating "see resume" on your application will be considered an incomplete response.

I understand this statement

* Evidence of minimum qualifications must be established in the online application form.

Supporting documents such as cover letter, resume, etc. will not be used for the purpose of determining minimum qualifications.

I understand this statement

* The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.

I understand this statement

Optional & Required Documents

Required Documents

Cover Letter

Resume/Curriculum Vitae

Letter of Recommendation 1

Letter of Recommendation 2

Letter of Recommendation 3

Transcripts to Meet Required Qualifications

Optional Documents

Transcripts - Continued

Other Document 1

Other Document 2

Other Document 3