

AGRICULTURAL EXPERIMENT STATION MANAGER

NATURE OF WORK IN THIS CLASS

Administers the agricultural research and maintenance operations and activities of the agricultural experiment stations of the College of Agriculture and Life Sciences.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Directs the operation and activities of all farm stations in support of agricultural research.

Confers with researchers on research projects.

Determines the proper machinery, equipment, and supplies required for the efficient operation of research projects.

Conducts purchasing activities; maintains control over all equipment, supplies and materials, and provides for appropriate security.

Directs the maintenance and repair of all facilities and motorized and powered equipment and attachments.

Provides information on farming problems to the public, including conducting open-house activities, and provides information on planting materials to farmers and other government agencies.

Provides demonstration, assistance, and instruction to others.

Applies and enforces safe work practices on the job.

Develops and implements policies and procedures.

Studies production problems and makes recommendations for improvement of work methods.

Compiles and summarizes statistics concerning agricultural production.

ILLUSTRATIVE EXAMPLES OF WORK (Con't)

Determines, plans, and schedules work priorities; provides estimation on work projects; monitors and controls work flow to ensure meeting, planning and other deadlines.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of scientific research in the field of agricultural sciences and practices.

Knowledge of agricultural tools, machines, and equipment

Ability to administer the work of others.

Ability to make decision in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent program guidelines.

Ability to make time and material estimates on work projects.

Ability to work effectively with employees and the public.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Four (4) years of experience as an Agricultural Research Technician, two (2) years of supervisory experience and graduation from high school, or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: OCTOBER 1988

AMENDED: AUGUST 1996

PAY GRADE: M

HAY EVALUATION:

KNOW HOW:	EI3	200
PROBLEM SOLVING:	E3 (33%)	66
<u>ACCOUNTABILITY:</u>	<u>E1C</u>	<u>76</u>
TOTAL POINTS:		342



ELOY P. HARA
Executive Director
Civil Service Commission