Farm Name

Contact Name

Address

City, State Zip

Phone Number

Email

**Job Title**

**Summary:**

The summary should be a concise definition of the job's major responsibilities, along with where and when it is performed. You might use the summary when advertising the position.

**Qualifications:**

This should be description of any experience, training, or education that is necessary to perform the job. Also list any physical characteristics that are essential to perform the job, such as the ability to lift and carry a certain weight. Be sure to avoid statements that might be discriminatory on grounds of race, gender, age, or national origin. Be aware that there are some jobs that young people are not legally allowed to do.

**Work Relationships:**

All workers need to know where they fit in the organization. The work relationship section should clearly define who the worker's supervisor is and how the worker's position relates to other positions. Be sure that each position only has one supervisor. Job descriptions relate to the staff organization chart, each position that appears on the organization chart should have a job description associated with it.

**Duties:**

Select the categories that should be included in the duties description. Each category has a set of standard tasks listed for you to edit.

**Strategic Planning:**

• Establish and advise a board of directors.

• Develop mission statement and philosophy.

• Develop and implement long-term strategy for business.

• Develop marketing and sales plan.

• Develop financial plan and budgets.

• Develop human resource plan including succession plan.

• Develop a herd management plan.

• Develop a land management program.

• Develop a crop management plan.

• Develop an operations management plan.

• Develop an information management plan.

• Develop a risk management and exit plan.

• Negotiate legal issues.

**Purchasing, Sales, and Marketing:**

• Develop a marketing plan.

• Identify customers and quality and quantity expectations.

• Identify vendors and suppliers and quality and quantity expectations.

• Check and compare commodity prices, milk, corn, SBM, etc.

• Negotiate sales contracts.

• Negotiate purchase contracts.

• Market and sell excess cows and crops.

• Market TMR's.

• Investigate other sources of income.

**Financial Planning:**

• Select and meet with accountant.

• Set up and review financial plan and budgets.

• Make purchase, lease and investment decisions.

• Develop tax strategies.

• Purchase and track inventory and supplies.

• Evaluate financial performance.

• Develop strategies to improve financial performance.

• Oversee financial record keeping.

• Maintain financial relationships.

• Review insurance needs and costs.

• Compile and review monthly and quarterly reports.

• Compare performance to peer benchmarks.

**Human Resource Management:**

• Develop human resource plan, staffing plan, and position descriptions.

• Recruit and staff operations.

• Administer full-time and custom employee contracts.

• Administer employee compensation and benefits packages.

• Coordinate actions of management team.

• Supervise middle managers/assistants.

• Train, educate and develop employees.

• Recognize when equipment is malfunctioning.

• Build employee trust, confidence and morale.

• Develop communications with and between managers and employees.

• Evaluate employee performance.

• Develop protocols and employee manual.

**Herd Management:**

• Select and meet with veterinarian.

• Establish and maintain milking program.

• Maintain purebred registration certificates.

• Manage breeding program.

• Coordinate feed needs with crop production.

• Monitor milk production and quality records.

• Develop and manage nutrition program.

• Track herd inventory.

• Review culling recommendations.

• Deliver calves.

• Manage youngstock program.

• Review progress with heifer grower.

**Herd Health Management:**

• Select and meet with veterinarian.

• Develop and manage mastitis control program.

• Develop and manage vaccination program.

• Develop and manage hoof care program.

• Maintain health certifications.

• Maintain hospital pen.

• Examine fresh cows.

**Land Management:**

• Develop land management plan.

• Select and meet with agronomist and crop advisor.

• Determine land need and inventory land.

• Secure acreage for crops. Make real estate purchase/sale decisions.

• Review and update leases with landlords.

• Manage marginal areas and identify and evaluate other uses of land.

• Make improvements to real estate.

• Maintain and review records.

• Develop water run off control plan.

• Develop soil erosion control plan.

• Control air quality and maintain records.

• Control water quality and maintain records.

**Crop Management:**

• Develop crop management plan.

• Establish crop rotation plan and schedule.

• Develop pesticide program.

• Select and purchase crop seeds and supplies.

• Plan, schedule and plant crops.

• Schedule field operations.

• Test forage quality.

• Schedule and harvest crops.

• Maintain and review records.

• Explore alternatives to conventional cropping systems.

• Find replacement feed for drought emergencies.

**Operations Management:**

• Develop operations plan.

• Conduct regulatory inspections and file required reports.

• Monitor and control inventories.

• Schedule field and farm equipment inspection and maintenance.

• Schedule parlor and herd equipment inspection and maintenance.

• Schedule property, buildings, and roadway inspection and maintenance.

• Schedule contract services.

• Develop emergency response procedures.

• Network all areas of the business.

**Community Service/Public Relations:**

• Serve on local, regional, and state cooperative boards.

• Serve on local, regional and state dairy industry boards and organizations.

• Serve on local, regional and state farm industry boards and organizations.

• Work with local, regional and state legislature.

• Support local organizations (youth, schools, civic, fire, government, etc.)

• Support local, regional, state environmental actions.

• Improve communications between farmers and consumers.

• Maintain good public relations.

• Manage conflict resolution between business and public.

• Improve communications between farmers and non-farmers.

**Compensation and Benefits:**

Include in this section all compensation that is offered. An hourly wage range, insurance, vacation, sick leave, etc. should be clearly stated. Housing, use of farm products like milk or meat, use of equipment, etc. are all legitimate forms of compensation and should be given a fair market value. You should also specify how much these non-monetary benefits may be used so that there is less chance of abuse.

**Work Schedule:**

Define work hours as much as possible. Define overtime policy if one applies. If work hours vary with the seasons, make that clear in the description.