College of the Redwoods values all members of our community and strives to create a diverse, nurturing, honest, and open environment. CR is committed to equal employment opportunity in its employment and encourages applications from underrepresented group members.

Required Materials
Apply online at: https://employment.redwoods.edu
You will need the information listed below to complete the online process. The following file formats will be accepted for attachments - .doc or .pdf

1. An introductory letter of no more than five pages expressing your interest in and qualifications for this position
2. A professional résumé or curriculum vitae
3. A copy of your academic transcript(s)
4. A list of three current professional references with title and contact information

Incomplete application packets will not be forwarded for consideration by the screening committee.

Application Procedures
All documents included in your application file become the property of the College and will not be returned. Your file for this opening will not be considered for future openings. New documents must be submitted for each opening.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening, please contact Human Resources.

Benefits
Medical, dental, and vision insurance is provided by the district for all full-time employees and their dependents.

For questions contact:
Office of Human Resources
College of the Redwoods
7351 Tompkins Hill Road
Eureka, CA 95501-9300
phone 707.476.4140
fax 707.476.4421

www.redwoods.edu

College of the Redwoods puts student success first by providing accessible and relevant developmental, career technical, and transfer education.
The College partners with the community to contribute to the economic vitality and lifelong learning needs of its service area.
The College continually assesses student learning and institutional performance and practices to embrace diversity, to encourage a healthy community environment and to improve upon the programs and services we offer, all to promote student learning.


**Position**

Farm Manager

**Hours**

40 Hours/Week, 12 Months/Year

**Closing Date**

February 28, 2018

**Annual Salary Range**

$46,587.19 - $67,483.49

**Summary**

Plans, schedules, and supervises day-to-day operations of a working farm in support of agriculture curriculum and degree programs as well as the Farm Development Plan developed by the College. The Farm Manager combines the running of an actual ‘producing’ farm and support to the instruction of students engaged in agricultural studies. The Farm Manager resides on the premises for the convenience of the College and provides security of property, assets, and crops on an around-the-clock basis. The Farm Manager applies knowledge of agricultural and agribusiness operations to sustain a diversified farm that educates students while offering a service to the college community. The Farm Manager will demonstrate a high level of interest in the educational aspects of agriculture.

**Knowledge & Skills**

The position requires working knowledge of agricultural practices for animal and plant science and care, soil science and management, and crop production. Requires additional specialization in the sustainable principles and practices of organic agriculture. Requires working knowledge of the operating characteristics of farm machinery and infrastructure. Requires sufficient mathematics skill to make calculations such as metric weights and volumes, and portions. Requires sufficient knowledge of computers to use common desktop and specialized applications used in supporting education.

**Duties & Responsibilities**

Plans, organizes, and supervises day-to-day operations of the Bianchi Farm to include all routine farm operations for the full farm cycle, maintenance of farm and instructional equipment, authorized purchases, and record-keeping. Establishes work routines, standards, and safety to guide subordinate staff, contractors, and students. Oversees compliance with, and may participate in negotiating contracts for various farm operations such as vine pruning, animal processing, crop harvesting, and sales. Works collaboratively with agriculture program faculty for developing plans, setting annual work schedules to support instruction and the efficient operations of the farm. Prepares variations in agricultural demonstrations to support curriculum where crop spacing, light, and soil additives influence growth. Documents progress of planting and maintenance. Provides assistance to students in the care of fields and instructs them on proper use of equipment and materials. Sets up demonstrations used in classes and laboratories and provides technical assistance to students. Assists with promotion of the College’s agriculture programs, curriculum, and farm management by overseeing and/or participating in tours and open houses, setting up fair booths, and distributing promotional materials. Maintains and repairs farm and instructional equipment, farm buildings, irrigation systems, and other physical structures. Ensures compliance with safety and access requirements. Supports with developing budgets by researching, estimating, and proposing equipment and supply levels, staffing, contracts, and services. Administers approved budgets, initiates purchases, and provides reporting of status at regular intervals. Maintains complete documentation of farm operations, certifications, and related files. Inventories and stores equipment, materials, and supplies for easy access, such as but not limited to, seeds, fertilizers, labels, and notes. Participates in divisional meetings and conveys outcomes and instructions to staff. Performs other duties as assigned that support the overall objective of the position.

**Conditions of Employment**

Prior to beginning employment and in accordance with Federal Law, all employees must: 1. Sign the Oath of Allegiance and the Drug-free Workplace Policy forms, and 2. Present verification of their identity and authorization to work in the United States immediately upon employment.

In addition, the finalists must pass a pre-employment physical examination at the District’s expense.