Ranch Manager

Job Code 00001001

General Description
Responsible for management and operation of the 4200 acre ranch and 287 acre farm and hay land which contains cattle, sheep, swine, quail, deer and emu.

Examples of Duties
Prepare reports and inventory.
Supervise and manage staff.
Set up classes and notify faculty of change in ranch or farm conditions.
Purchase, sell and manage ranch budget transactions.
Research new pharmaceuticals and changing livestock prices.
Schedule times for public visits and community access to the ranch and farm.
Develop and maintain a filing and tracking system for ranch items.
Maintain records on equipment, herd health records and wildlife reports.
Manage, care, feed and handle livestock, wildlife and range conditions.
Schedule grazing rotations and working times of livestock.
Build or repair equipment and structures by welding and carpentry.
Monitor structure and facilities for upgrading and cleaning.
Manage the hauling, selling and buying of livestock for ranch, classes and judging contests.

Knowledge, Skills, and Abilities
Knowledge of: Animal health and livestock breed requirements; chemicals and application procedures; forage and feed requirements for livestock; word processing and spreadsheet software.

Skill in: Preparing reports, evaluations, and job procedures.

Ability to: Read and interpret chemical labels and understand pharmaceutical guidelines and laws; perform basic math; explain procedures to students and faculty; convey information regarding livestock, work duties, and instructions.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements