



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Farm Lab Director	
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
<b>RANGE:</b>	15	
<b>HOURS PER DAY:</b>	Up to 8	
<b>HOURS PER WEEK:</b>	Up to 40	
<b>MONTHS PER YEAR:</b>	Up to 12	
<b>REPORTS TO:</b>	Dean of BAITS or Designee	

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The Farm Lab Director is responsible for planning, organizing, and coordinating the daily activities and operations of the District's Farm Lab. The incumbent supervises assigned staff and students in maintaining the grounds, animals, equipment, supplies, and resources for the Farm Lab and other assigned areas. The Farm Lab Director exercises responsibility for operational support functions requiring the use of initiative, organization and leadership skills, problem solving, excellent communication, and independent judgment in the processing of work through related to the District's Farm, Agriculture, and Horticulture programs. This job class requires extensive student, staff, faculty and public contact and occasional work during evenings, weekends, and other times outside normal operating hours. Employees in this classification receive limited supervision within a framework of standard policies and procedures.

**TYPICAL DUTIES**

*Essential Functions:*

- Plans, organizes, and coordinates the day-to-day activities and operations of assigned areas in agriculture, horticulture, heavy equipment, and natural resources.
- Directs and supervises the work of others, including students; reviews, approves, and conducts performance appraisals; directs and participates in the selection, training, and development of staff.
- Directs, coordinates, and participates in short-range and long-range work planning and strategic planning; conducts research to determine current effectiveness and identify future needs; prepares related reports and plans; and communicates findings and activities to management.
- Operates and maintains various equipment used in farm operations, agriculture, and horticulture.
- Performs a wide variety of maintenance, groundskeeping, and general functions at assigned sites within the District.

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- Works independently utilizing specialized knowledge and skills in farming, horticulture, and natural resources.
  - Develops and implements processes for accurate record keeping, maintenance, filing, retrieval, disposal, and security.
  - Plans, directs, and supervises the work of employees, students, vendors, contractors, volunteers, and others at assigned District sites.
  - Plans, supervises, and participates in daily operations at assigned lab sites.
  - Oversees instructional areas as assigned.
  - Coordinates with certificated staff in the instruction and training of students in assigned subject areas.
  - Ensures equipment, supplies, and materials for agriculture laboratories, including lab animals, are available and prepared for activities at college instructional sites.
  - Assists students in small groups or one on one in classroom, lab, and other instructional areas as assigned.
  - Ensures equipment is prepared and supplies are available for the Horticulture Department; maintains horticulture department facilities and resources between academic semesters.
  - Develops instructional strategies and methods designed to reinforce concepts and materials presented by certificated staff and ensures they are implemented effectively.
  - Provides supervision of the Farm Student Dormitory residents, including enforcing District policies and regulations.
  - Ensures farm animals are tagged, marked, tracked, and inoculated timely and accurately.
  - Oversees the advertising and selling of agricultural products in accordance with District policies and procedures.
  - Operates and ensures proper maintenance and functionality of various instructional and lab equipment, machines, and instruments.
  - Develops and implements procedures to maintain and monitor inventory levels of instructional supplies, lab supplies, parts, tools, equipment, and other materials and ensure proper storage, security, and distribution.
  - Maintains computerized records of expenditures, budget accounts, records, and running balances; performs necessary arithmetical computations.
  - Organizes tours of the farm laboratory areas for schools and other public visitations.
  - Participates in District committees as assigned.
  - Coordinates and participates in campus activities as assigned; hours and days will vary depending on seasonal needs at the farm facilities.
  - Performs other related duties similar to the above in scope and function as required.

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**EMPLOYMENT STANDARDS***Knowledge of:*

- Principles, methods, and procedures of facilitating learning opportunities to assigned students and giving developmental instruction.
- Budget management and procedures.
- Record management and filing systems.
- Principles and practices of administration, leadership, and supervision, including planning, organizing, assigning and reviewing work, performance appraisals, discipline, and employee selection and development.
- Business English including proper grammar, punctuation, vocabulary, and spelling.
- Scientific methods, techniques, and practices.
- Care and feeding of lab animals.
- Planting, irrigating, fertilizing, and harvesting crops.
- Weed and pest control methods, techniques, and practices.
- Safe and proper operation and routine maintenance of lab equipment and machines including tractors, discs, planters, combines, cement mixers, power saws, and other equipment used in agriculture, farming, and horticulture.
- Training and experience safely using and storing hazardous materials, pesticides, and chemicals in related area of assignment.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

*Ability to:*

- Plan, direct, and manage the activities of multiple projects.
- Learn, interpret, and successfully apply district policies, procedures, rules, and regulations.
- Enforce established safety rules, regulations, and procedures.
- Effectively plan, organize and schedule work assignments.
- Prioritize and appropriately schedule work load or tasks to meet established due dates.
- Coordinate activities and maintain effective schedules of events.
- Hire, evaluate, and supervise the work of project personnel.
- Analyze problems, determine effective solutions, and take independent action for successful results.
- Develop, prepare, and administer a program budget.
- Plan and implement a program to effectively care for and feed lab animals.

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- Plan and implement a program to ensure effective operation and routine maintenance of farm equipment and tools.
- Provide assistance as needed with spraying of pesticides of farm crops and plants.
- Provide assistance as needed with planting, irrigating, and fertilizing crops.
- Communicate effectively orally and in writing.
- Perform a variety of instructional assistance and support functions.
- Plan and implement proper preparation, operation, maintenance, and demonstration of lab machinery, equipment, and materials.
- Prepare and maintain accurate and up to date records, files, and other documentation.
- Understand and carry out written and oral instructions independently.
- Obtain a Pesticide Application’s Certification within a specified period.
- Safely and effectively perform required duties.
- Establish and maintain cooperative and effective working relationships others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
- Work independently with little or no supervision.

**QUALIFICATIONS**

*Education Required:*

- Associate Degree or equivalent combination of education and experience in farm management.

*Education Preferred:*

- Bachelor’s or Master’s Degree in agriculture or farm management-related fields.

*Experience Required:*

- Two years of experience in farm management.

**APPROVALS**

Date Created/Revised:	12/2018
Cabinet Reviewed:	12/2018
Board Approved:	01/16/2019

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran.

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(AP 3410 – Nondiscrimination)