

FARM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the overall operation of Muscote Farm, built in the 1850's. Duties including include managing horticultural and agricultural activities; developing, coordinating and implementing educational, curatorial and recreational programming; ensuring historic preservation and collections care, and ensuring the safe maintenance of the 170-acre farm, including the upkeep and conservation of all structures on the property. An important aspect of the position is ensuring that recreational programming activities fulfill the overall mission of the park which is to provide the general public with a view of the operation of a working farm in a safe, active-use park environment. In this regard, work also involves maintaining substantive liaison with schools, community groups, and others to coordinate educational and recreational programs for large groups of children and others visiting the park. Supervision is exercised over a number of full time and seasonal employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, supervises and participates in farm operations and livestock care;

Develops nature trails and outdoor education programs at the farm for community groups;

Develops and executes educational programs with schools;

Organizes, promotes and conducts educational programs and special events and insures the orderly conduct of these events;

Conducts tours and lectures, supervising and training other personnel and volunteers in this area providing cross-training to develop a team effort;

Does research and surveys to evaluate programs and bring facility utilization to its full potential;

Plans, directs, supervises and coordinates the planting, cultivating and harvesting of a variety of crops including alfalfa, cabbage, corn, hay, tomatoes, etc.

Oversees the preservation of historic structures according to established standards and guidelines;

Maintains the farm in accordance with the approved maintenance plan;

Prepares the budget as well as requisitions for supplies and materials;

Speaks to civic and public groups about the farm and associated programs;

Serves as a liaison to departmental managerial staff, advisory boards and other community groups to ensure good communication;

EXAMPLES OF WORK: (Illustrative Only)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the techniques of modern management of a farm or arboretum; thorough knowledge of the operation of farm equipment, processes, methods and terminology necessary to the growing of crops (including nursery plant material) and the care of animals; ability to organize, and promote educational programs related to the natural sciences; ability to manage and supervise personnel effectively; ability to communicate effectively both orally and in writing; ability to deal effectively with people; ability to use automated systems such as spreadsheets, word processing, calendar, email and database software; initiative; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and four years of recreational programming and operational experience in a large, public access farm, park, or recreation facility, two years of which must have been in a supervisory capacity.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Non-Competitive†
DRC3
1

Job Class Code: C1421
Job Group: XII