



Job Description

Job Title: Senior Ranch Manager/Herdsman

JTC: GAI

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for the daily management and operations of the Cedar Valley College farm and ranch and provides necessary care of all animals used in the Veterinary Technology Program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of ranch management and care of livestock. Knowledge of operations and maintenance of ranch equipment and facilities. Knowledge and experience in the procurement and selling of livestock, birds, rodents and horses in order to maintain the needed supplies and animals necessary to support Veterinary Technology Program goals. Familiarity with policies of regulatory agencies related to ranching and land management.

Ability to identify complex problems and review related information to develop and evaluate options and implement solutions. Keeps up to date on the professional and technical aspects of the job.

Build and maintain strong relationships with various departments on campus creating a positive environment for success. Knowledge of ranch and industrial safety issues and the ability to provide safety training.

Must understand and comply with district policies and procedures; state and federal rules and regulations when making informative decisions. Ability to perform time management skills, ability to prioritize and handle multiple tasks simultaneously. Extensive knowledge of material specifications and requirements.

Knowledge and experience working assigned projects and develops techniques to organize workflow to ensure quality, precision and timeliness of the project. Must have strong interpersonal and communication skills, both verbal and written and provide exceptional customer service when to interact with individuals from diverse backgrounds.



PHYSICAL REQUIREMENTS

Ability to lift/move/transport equipment, feed, and bales of hay, etc. Willingness and ability to work in adverse environmental conditions. Willingness and ability to work with toxic, volatile, and corrosive chemicals and/or carcinogenic substances. Perform manual duties such as lifting and carrying various weight items.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree or higher with five (5) years of experience in a teaching environment and work experience in program area assigned or Registered Veterinary Technician or equivalent with five (5) years' experience in the program area. Must have a valid driver's license if traveling to off-site locations. Official transcripts and proof of certifications are required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for all aspects of the day to day operations of the Cedar Valley College farm and ranch. Responsible for the daily care of all animals used in the Veterinary Technology Program. Primary resource in answering questions and providing information regarding the implementation of policy and procedures for the DCCCD and external agencies as they apply to departmental functions.

Responsible for acquisition and sale or adoption of animals used for labs. Develop, implement and monitor department budgets. Responsible for the requisition of supplies and instructional materials for the Veterinary Technology Department. Solicits bids from various vendors, completes requisitions and informs District Accounts Payable to release payment.

Liaison with faculty, develops and provides students with course expectations and maintains evaluation methods. Responsible for working with faculty to develop competency-based curriculum and other instructional materials. Provides training sessions to groups and/or individuals in lab services and resources. Maintains compliance with the *Animal Welfare Act*, and completion of the USDA Annual Report.

Responsible for various assigned labs for the Veterinary Technology Program and administers and evaluates lab exams. Coordinates job placement for Veterinary Technology students, interacts with potential employers, and informs students of employment opportunities. Responsible for reports, proposals and recommendations related to lab functions.

Responsible for the disposal of all hazardous materials and maintenance of the MSDS records. Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as required.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.