Position Flyer (Staff)

Requisition Number 104699

Job Posting Title Administrator I

Working Title Animal Nutrition Center Manager

Department CAFES-Animal Science (100400)

College / Division CAFES-College of Agriculture, Food and Environmental Sciences

Cal Poly is Seeking an **Animal Nutrition Center Manager** for the Animal Science Department!

**The Position:**
Under the general direction of the Department Head, the Animal Nutrition Center Manager is responsible for a full range of management support duties for the staff and students of the Animal Nutrition Center. The incumbent supervises and provides direction to support staff, student interns, enterprise students and additional ANC personnel; provides operational and safety training and assignments; coordinates assignments with the faculty project coordinator; trains, oversees and reviews Animal Nutrition Center employees, and prepares written evaluations of students' performances at the completion of projects. The Manager is responsible for supply chain management and logistic coordination of incoming and outgoing products (department wide), project management of department projects (up to and occasionally exceeding 2 million dollars). The Manager provides oversight and management of production animal units and personnel on an as needed basis, including but not limited to Poultry Center, Swine Center, Sheep unit, and Beef Operations.

This position includes responsibility to continue the development and coordination of the Animal Nutrition Center's feed production requirements. The incumbent oversees the continued development and maintenance of a fully integrated department-wide food/feed safety program, including but not limited to: HACCP certification; compliance with Food and Drug Administration (FDA) CGMP and Food Safety Modernization Act (FSMA) regulations; preparation of project budgets; design, research and development of grant proposals; and ensure that all research protocols are properly adhered to throughout studies. In addition, the position must maintain production and financial records for Cal Poly's Animal Nutrition Center and works closely with local, state and federal agencies and feed associations to ensure food safety requirements are met. Other duties include facility and site maintenance, automation system upgrades and maintenance, feed equipment maintenance, replacement and installation, department feed systems maintenance and repair, feed transport and delivery, facilities and equipment inspection and correction for safety and environmental hazards, marketing and development of future Cal Poly feed products.
The Benefits:
As part of the CSU system, Cal Poly offers a very generous benefits package, including the following:
• Enrollment in CalPERS (Public Employee Retirement System)
• Health, dental, and vision insurance at competitive rates or no cost to employee
• Life insurance at no cost to employee
• Program to allow employee or select family members to attend classes at any of the CSUs for reduced fees
• Federal Loan Forgiveness Program

• NOTE: More information regarding benefits is available through this link Benefits

• NOTE: To view the full position description including all the Duties and Responsibilities click here

EDUCATION AND EXPERIENCE:
1. Bachelor’s degree in animal science or closely related field and at least two years of professional experience with a feed mill operation or a similar environment.

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS:
1. Possession of Hazard Analysis Critical Control Point (HACCP) certification or must obtain within 6 months date of hire.
2. Possession of First aid and CPR certification or must obtain within 6 months of date of hire.
3. Possession of a valid driver’s license or must obtain by date of hire.
4. Possession of a valid Class A Driver’s license within six months of the date of hire

1. Knowledge of current FSMA regulations and the ability to achieve compliance with these regulations with animal feedstuffs fed on campus.
2. Knowledge of animal nutrition marketing practices and knowledge of regional and national ingredient markets including familiarity with innovations and advancements in the industry and regulatory agencies.
3. Working knowledge of effective management principles including proven supervisory skills with the ability to plan, implement, and manage multiple projects to meet deadlines with a finished and effective product; ability to instruct undergraduate and graduate students in various aspects of feedmill. Knowledge of inventory management strategies.
4. Knowledge of or ability to quickly learn federal, state, and university safety policies and regulations.
5. Knowledge of manufacturing automation systems. Ability to learn feed production software.
6. Demonstrated sound judgment, discretion, tact, and a willingness to take initiative. Demonstrated high standards of ethical conduct, confidentiality and professionalism in dealing with sensitive matters.
7. Ability to coordinate and prioritize multiple tasks, set deadlines, and complete projects in a timely manner.
8. Ability to express ideas and concepts in one-on-one or small group situations. Demonstrated excellent oral and written communication skills. Strong organization and people skills.
9. Ability to develop operation procedures and summaries. Ability to develop complete and thorough management documents. Ability to develop food/feed safety programs.
10. Ability to develop and maintain good working relationships with students, administrators, managers, the campus community and the general public. Ability to interact with students and the public in a professional manner.
11. Ability to troubleshoot, diagnose and repair complex mechanical systems.
12. Knowledge of basic accounting and budgeting principles and ability to perform simple arithmetic calculations.
13. Ability to operate 4WD vehicles, rubber tired tractors, various tractor mounted implements, power tools, tractor trailer combinations, equipment and livestock trailers, forklifts, hay squeezes, hydraulic man lifts, All Terrain Vehicles (ATV), scales. Proficiency in the use of hand tools.
14. Ability to use a computer, including spreadsheet and word processing software. Ability to troubleshoot and repair minor computer and network issues. Ability to maintain production records, budgets and financial records.
15. Ability to analyze information and data from a variety of sources, present information and recommend solutions.
16. Ability to use tact and diplomacy to effectively handle a broad range of high-level and sensitive interpersonal situations involving diverse personalities, and to respond appropriately to conflicts and problems.

1. Experience in managing food/feed safety programs and managing a feed mill operation.
2. Experience in feed and animal production management strategies.
3. Experience with feed production software including formulation (FORMAT), inventory control (Feed Mill Manager) and automation programs.
4. Additional experience in livestock research projects and/or university experience.

**Preferred Qualifications / Skills**

- Experience in managing food/feed safety programs and managing a feed mill operation.
- Experience in feed and animal production management strategies.
- Experience with feed production software including formulation (FORMAT), inventory control (Feed Mill Manager) and automation programs.
- Additional experience in livestock research projects and/or university experience.

***THIS POSITION IS OPEN UNTIL FILLED***

- Ability to work under adverse conditions including outdoor work in all-weather on steep terrain in the presence of ticks and exposure to poison oak. This includes ability to walk and stand for long periods of time on uneven surfaces, and ability to climb steep surfaces.
- Ability to work at heights for extended periods of time; this often requires the use of fall protection equipment.
- Ability to work within confined spaces for extended periods of time. Ability to be medically released for the use of a respirator.
- Ability to repeatedly lift heavy objects, including bales of hay, bags of grain and mineral supplements often weighing between 50-125 pounds.
- Must be able to operate farm tractors, ATVs and equipment as well as over the road trucks, which require climbing into a cab or seat.
- Must be able to work flexible hours, usually on short notice to meet operational needs, including early mornings, evenings/nights, and weekends as necessary.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work additional hours, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Retired CalPERS members selected for this vacancy must request and be approved for reinstatement from retirement prior to the start date. Employment of retired CalPERS members will typically be for 90 days or less and must be for work requiring specialized skills or for a bona fide emergency to prevent stoppage of business.

May be required to complete a Supplemental Employment Application Questionnaire, which contains questions pertaining to conviction history, and submit it when requested by Cal Poly. This disclosure is confidential and will not necessarily preclude applicants from employment.
Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment subsequent to time of hire.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Please note: Current employees who are offered positions on campus will be required to undergo a background check for any position where a background check is required by law or that Cal Poly has designated as sensitive. Sensitive positions are those requiring heightened scrutiny of individuals holding the position based on potential for harm to children, concerns for the safety and security of people, animals, or property, or heightened risk of financial loss to Cal Poly or individuals in the university community.

For health and wellbeing, Cal Poly is a smoke & tobacco-free campus. The university is committed to promoting a healthy environment for all members of our community.

Pre-Employment Conditions
Background / Fingerprint

Salary Range
Salary commensurate with background and experience of the individual selected. Cal Poly offers excellent fringe benefits, including health, dental and vision insurance, retirement participation in the Public Employees' Retirement System and educational benefits for eligible employees. All rights associated with the appointment are governed by the Management Personnel Plan adopted by the CSU Board of Trustees.

Pay Basis
Monthly

Pay Plan
12-month

Regular / Temporary
Regular

Full / Part Time
Full-Time

FTE / Time Base

Benefits Eligible
Yes

Ending Date of Temporary Assignments

THE UNIVERSITY AND COMMUNITY

Cal Poly is a nationally ranked, four-year, comprehensive public university. Founded in 1901, Cal Poly is part of the California State University system. The university has an enrollment exceeding 17,000 students and employs more than 2,000 faculty and staff members. Cal Poly's 400-acre core campus lies at the edge of San Luis Obispo. To the north, an additional 5,651 acres of campus are devoted to farming, experimental architecture, and other outdoor laboratory study, making Cal Poly's one of the largest campuses in the nation.

San Luis Obispo, California, is a city of 44,000 located on the scenic Central Coast, midway between Los Angeles and San Francisco. San Luis Obispo enjoys clear air and a year-round temperate climate. Avila Beach, Pismo Beach, Morro Bay, and Cambria are some of the outstanding nearby resort communities.
Cal Poly is strongly committed to achieving excellence through cultural diversity and actively encourages applications of all qualified individuals. Cal Poly hires only individuals lawfully authorized to work in the United States.

**How to Apply**

To apply, please visit our employment website and complete an on-line application. Applicants needing computer/internet access may contact Cal Poly Human Resources for information on available resources in your area. Our office hours are: Monday - Friday, 8 AM - 5 PM.

Human Resources, Administration Building 110, Cal Poly State University, San Luis Obispo, CA 93407  
Telephone: (805) 756-2236   TTY Line: (805) 756-2237   Job Line: (805) 756-1533  
General Website: www.calpoly.edu   Employment Website: www.calpolyjobs.org