Position Flyer (Staff)

Posting Details

Requisition Number 105160

Job Posting Title Administrator I

Working Title Oppenheimer Family Equine Center Manager

Department CAFES-Animal Science (100400)

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

Position Description

The Cal Poly Animal Science Department, including over 800 students within the two majors, is considered by many the most comprehensive and the best undergraduate program in livestock production and management in the West. Through its faculty and students, the Department manages commercial herds and flocks of dairy and beef cattle, horses, sheep, swine, and poultry on a farm of over 6,000 acres with the support of several new facilities including a recently completed major renovation to the equine center. Graduates of Animal Science and Dairy Science are prepared for meaningful careers in the animal industries, allied professions, and graduate studies.

Cal Poly’s College of Agriculture, Food and Environmental Sciences (CAFES), the largest non-land grant agricultural program in the United States by a factor of three, awards nearly half of all baccalaureate agriculture degrees granted in California. The college is a leader providing students with real world skills based on learn by doing laboratory and field intensive curriculum, contemporary instructional technology, and uncommon access to senior faculty in small class settings. The college spans more than 10,000 acres of land and consists of nine departments, approximately 150 faculty, 60 staff, and over 4,000 students in 15 majors. In addition, the college is home to a number of unique enterprise projects, centers and institutes, and is responsible for the operation and maintenance of Swanton Pacific Ranch, a working ranch in Santa Cruz, California with over 3,200 acres of rangeland and cropland.

Independently, under general supervision and coordination with the Department Head, this position is responsible for a full range of management duties including but not limited to: oversight of equine herd health including preventative health care and medical treatments; coordination and maintenance of animals use for classes and teams; development and implementation of the annual budget; oversight of farrier and the equine hoof care program; assistance with reproductive maintenance of the herd; detailed computer record keeping of financial, registry, and production records; supervision of student employees; facility maintenance and housekeeping including proficiency in tractor operation, arena maintenance equipment operation, and livestock hauling; coordination of a grazing management plan; and long range planning and implementation of the breeding program. The position will also be expected to establish and maintain linkages with the equine industry, assist with coordination of classes, equestrian team, and other scheduled events at the unit, and assist with the design and development of equine related research and grant proposals. This position is responsible for operating the equine center in accordance
with OSHA and all applicable state and federal laws and regulations related to animal and human safety standards.

Other duties include livestock transport, marketing, fence building, and facilitation of alternate grazing management programs.

- NOTE: To view the full position description including all the Required Qualifications click here

Cal Poly offers a best-in-class benefits program, including health, dental and vision insurance, retirement participation in the Public Employees' Retirement System, and educational benefits for eligible employees. Check our benefits website for additional information.

### Education and Experience:

- Bachelor's degree in Animal Science or a closely related degree and at least two years of demonstrated experience managing and/or operating an equine facility.

### Minimum Qualifications

#### Education and Experience:

- Bachelor's degree in Animal Science or a closely related degree and at least two years of demonstrated experience managing and/or operating an equine facility.

#### Licenses, Certificates, Credentials:

- Possession of a valid Class A driver's license or ability to obtain within 3 months of date of hire.
- First aid and CPR certified within 3 months of date of hire.

1. Experience providing lead work direction and/or training a variety of personnel. Ability to plan, organize, and schedule work.
2. Ability to maintain records, budgets, and financial records.
3. Ability to analyze situations, apply independent judgement, discretion and initiative to address problems and develop practical, thorough and creative solutions.
4. Thorough knowledge of effective personnel management practices and supervisory skills including a demonstrated ability to maintain a high degree of confidentiality.
5. Ability to perform facility safety inspections and record keeping. Ability to perform quarterly OSHA type inspections and record results.
6. Working knowledge of effective livestock management including proven supervisory skills with the ability to plan, implement, and manage multiple projects to meet deadlines; ability to instruct undergraduate and graduate students in various aspects of Equine Center operations.
7. Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
8. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
9. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
10. Excellent communication skills; ability to effectively communicate
information in a clear and understandable manner, both verbally and in writing.

11. Thorough knowledge of English grammar, spelling and punctuation.

12. Ability to interpret, communicate, apply, and monitor policies and procedures.

13. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

14. Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.

15. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

16. Demonstrated proficiency operating farm equipment commonly used to maintain an equine production faculty: including various tractors, water truck, and hauling equipment including 6-horse truck and trailer rig.

Preferred Qualifications / Skills

1. Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

2. Expertise in managing a large diversified equine operation.

3. Experience in maintenance and management of equine production records, including registration, breed association communications, and performance data.

***THIS POSITION IS OPENED UNTIL FILLED***

- Must be willing to travel with students and teams, and attend training programs off-site for occasional professional development.
- Must be able to perform work involving, but not limited to, lifting, carrying, and maneuvering heavy objects, up to 75# (e.g. large animals, carcasses, bales of hay); squatting, climbing, kneeling, twisting, bending, stooping, reaching, pushing, and pulling.
- Must be able to work safely in an indoor and outdoor environment in all types of weather conditions. This includes ability to walk and stand for long periods of time on uneven surfaces, and ability to climb steep surfaces.
- Must be able to work overtime, 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.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
- Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment.
Special Conditions

- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
- 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.

Following a conditional offer of employment, a background check (including a criminal records check) must be completed satisfactorily before any candidate may start work with Cal Poly, San Luis Obispo. Failure to satisfactorily complete the background check may result in the withdrawal of the offer of employment. Note: Cal Poly cannot deny an applicant a position solely or in part due to a criminal conviction history until it has performed an individualized assessment and linked the relevant conviction history with specific job duties in the position being sought.

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 well-being, 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. Housing may be provided. 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
- No Response

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