

AGRICULTURAL RESEARCH SUPERINTENDENT II

This is administrative and supervisory work in directing a variety of field crops, horticultural crops, and/or animal activities on a medium-size research station or field laboratory. Employees manage and coordinate the activities of a research station or field laboratory used for conducting a variety of agricultural research and/or teaching projects; and employees determine amount and type of crops to be produced for animal feed, the appropriate agricultural practices and crop rotation schedules. Work includes assisting researchers in developing project outlines, collecting and analyzing data, and serving as resident project manager on site, dealing with all phases of research and answering questions from visitors regarding on-going projects; and developing methods and techniques to use in the care and treatment of animals. Employees acquire resources and allocate among the different program areas at the work unit. Work is performed under the general supervision of the Agricultural Research Stations Director, Agricultural Research Stations Assistant Director, University Field Laboratories Director, or a university researcher. Employee may receive technical direction from a researcher. Work is evaluated through conferences, feedback from faculty and researchers, and analysis of production, financial, and research reports. Work may include other duties as assigned. Work at the II level is distinguished from the I by the larger size station (acres, facilities, employees, etc.) and the increase in variety and complexity associated with the increase in number and variety of projects, researchers and faculty.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan for staff, equipment, supply, maintenance, safety, and capital improvement needs for a two-year period and plan overall program operations for a five-year period. Crop rotation plans are usually developed for a four-year period and soil conservation plans may encompass 25 years. Increased variety of crops and/or animal activities increases the difficulty of planning at this level.

Organizing and Directing - Employees direct the daily operation of a research station or university field laboratory; make changes in work operations to respond to researchers needs or seasonal operations, and discuss major organizational changes with superiors. Increased variety of crops and/or animal activities increases the difficulty of organizing and directing work at this level.

Budgeting - NCDAs employees develop budget needs and make recommendations to the Assistant Director, approve and monitor expenditures, make suggestions on budget transfers, and market surplus commodities. NCSU employees independently develop and manage budgets.

Training - Employees provide on-the-job training and identify and recommend job related training courses in order to enhance or develop new skills.

Setting Work Standards - Employees establish operational, performance, safety, and maintenance standards in accordance with division/department goals.

Reviewing Work - Employees review work of subordinate staff occasionally while in progress and upon completion-to determine that overall program goals are met and that research protocols and approved operational procedures are being followed. Research data and other written reports are reviewed before being submitted to researchers or superiors.

Counseling and Disciplining - Employees independently resolve minor problems, recommend disciplinary actions, and implement the approved disciplinary actions. Seasonal employees may be disciplined and dismissed as appropriate. Employees at university research departments advance through the disciplinary procedures with less involvement from superiors.

Performing Other Personnel Functions - Employees interview applicants; make recommendations for permanent employment and independently select seasonal employees; independently appraise employee performance; and make recommendations on promotional and salary administration decisions for permanent employees.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Research and production goals and objectives are relatively stable. Employees must respond to periodic changes in federal guidelines, soil conservation requirements, safety standards, novel research projects, and environmental concerns.

Variety of Work Supervised - Work usually includes managing major crop and animal activities involving research projects from a variety of university research departments. Work consists of research activities, agricultural practices, and may include overseeing teaching activities.

Number of Employees Responsible For - Employees supervise eight to twenty employees and may supervise students or other temporary seasonal workers.

III. EXTENT OF SUPERVISION RECEIVED: Long-range projects are discussed with superiors and researchers. Employees independently manage activities at their work site and supervisors are not located on site.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Employees assigned to a dairy unit supervise shift operations.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of modern methods of agriculture as applied to diversified research or general agriculture operations. Considerable knowledge of the principles of animal husbandry and modern methods of dairy operations; of fertilizer requirements for a variety of agricultural crops and soil types and appropriate uses of a variety of other agricultural chemicals; of the feeding, testing, breeding and general care of animals specific to the facility; and of the symptoms, nature and treatment of common plant and animal diseases and illnesses. General knowledge of safety laws, rules and regulations. Ability to plan, direct, and supervise the work of technical and non-technical employees; to maintain or supervise the maintenance of accurate records, reports, and statistical data; to establish and maintain effective working relationships with employees and others, including farmers and grower organizations; to develop plans for a long-range agricultural program; and to express oneself effectively in oral and written form.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a major in animal science, crop science, horticulture science, or a related curriculum and four years progressive experience in general agricultural management, agricultural research or agricultural education; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.