This is administrative and supervisory work in directing a highly diversified research operation involving a wide variety of field crops, horticultural crops, and/or animal activities on a very large research station or field laboratory. Employees manage and coordinate the activities of a research station or field laboratory used for conducting highly diversified agricultural research and/or teaching projects. Work includes providing input to researchers in the design of research projects, overseeing the collection of data, analyzing data, and serving as resident project manager on site, dealing with all phases of research, resolving day-to-day operational problems, and determining and applying appropriate agricultural practices. Research projects are subject to be implemented in a variety of disciplines. Work is performed under the general supervision of the Agricultural Research Stations Director, University Field Laboratories Director, or a university researcher. Technical direction may come 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 IV level is distinguished from the III by the larger size station (acres, facilities, employees, etc.) and 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. Because of the highly diversified crops and/or animal activities, a large number of varied factors must be considered in the planning process.

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. Because of the highly diversified crops and/or animal activities, a large number of varied factors must be considered in organizing and directing work.

Budgeting - NCDA 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 oversee 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, implement the approved disciplinary actions, or supervise the implementation. Seasonal employees may be disciplined and dismissed as appropriate, usually by a lower level manager. Employees at university research departments advance through the procedures with less involvement from superiors.
Performing Other Personnel Functions – Employees interview applicants and make recommendations for permanent employment and independently select seasonal employees. Employees independently appraise employee performance, and make recommendations on promotional and salary administration decisions.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Research goals and objectives are relatively stable, but the diversity of the research projects requires employees to respond to change periodically. 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 departments. Work consists of research activities, agricultural practices, and may include overseeing teaching activities.

Number of Employees Responsible For - Employees supervise eighteen to thirty-five 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 and extensive research and general agricultural operations. Considerable knowledge of the principles of animal husbandry and modern methods of dairy operations; of fertilizer requirements for a variety of 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; of the symptoms, nature and treatment of common plant and animal diseases and animal 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 and implement 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 six 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.