

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

CORRECTIONAL FARM MANAGER

DEFINITION

Under general direction, manages the operations of a large institutional farm involved in grain production and/or dairy operation or beef production; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Plans, coordinates, and participates in entire farm program including all aspects of grain production and/or dairy or beef production operations as present on the farm.

Prepares operating, capital improvement and equipment budgets; confers with administrative officer for final approval of budgets, major purchases, or major farm program changes.

Contacts implement dealers, repair shops, or seed sales representatives for cost estimates to make recommendations to a superior.

Operates and supervises the operation of farm machinery such as tractors, including subsidiary equipment such as plows, harrows, planters, mowers, post-hole diggers, balers, manure spreaders or large self-propelled grain combines.

Oversees and performs general maintenance and repair work on equipment and facilities used on the farm as required to maintain efficient operation.

Oversees inmates performing farm work; trains inmates unfamiliar with farming methods or equipment operation as necessary.

Contacts grain elevators and other market outlets to determine proper time to sell crops and livestock; sells crops and livestock when time appears best.

Compiles records of farm production, expenses for equipment, seed, fertilizer, insecticide, herbicide, etc., in conjunction with reporting these expenses to the business office.

COMPETENCIES REQUIRED

Knowledge of modern farming methods, procedures, and techniques as related to management of a large diversified institutional farm.

Knowledge of modern farm equipment, its use and repair.

Knowledge of agricultural problems including plant and animal diseases, and insect pests common to the area, livestock, and crops produced.

Ability to plan and direct a large diversified farming operation.

Ability to keep farm records of time, production, and costs as required for compiling reports.

Ability to perform physical tasks required in farming.

Ability to make minor repairs on farm equipment

Ability to plan, direct and coordinate the work of inmates.

Ability to read and write the English language.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

The equivalent of five years of full-time experience in the operation and/or management of a dairy, stock, or grain farm;

OR

an equivalent combination of education and experience substituting thirty semester hours of undergraduate course work in Animal Science, Dairy Sciences or Farm Operations for each one year of the experience requirement to a maximum of four years.

Effective Date: 12/19/80 COP