

Job Description Example: Farm Manager

Title: President/Farm Manager

Name: _____

Areas of Responsibility

(Management reserves the right to change at any time.)

1. Responsible for employee locating, training, and supervision
 - A. Hiring and firing
 - B. Training
 - C. Evaluation semi-annually; reports to be filed with Board of Directors
(Sec. will assist with this.)
 - D. Salaries, Incentives, Benefits
 - E. Meet annually with Board of Directors to go over employee evaluations, revise job descriptions, and adjust salary packages if needed.
2. Day-to-day operational decisions
3. Responsible for health and comfort of livestock
 - A. Maintain communication with Livestock supervisor
 - B. Liaison officer between consulting veterinarian
 - C. Do Sunday feeding every 4th and 5th week
4. Swine Enterprise
 - A. Authorized to purchase all inputs of swine operation.
 - B. Planning the swine production enterprise.
 - C. Selection and purchase of breeding and/or feeding stock.
 - D. Marketing of all livestock; pricing, transporting.
 - E. Feed formulation and determining rations.
 - F. Consult with Asst. Manager on operating plans, capital purchases.
 - G. Determine profitability of swine enterprise at regular intervals.
 - H. One year in advance, plan rotation of holiday feeding schedule.
 - I. Take inventory of livestock quarterly.
 - J. Meet with Feed Rep. quarterly and relay information to Asst. Sec.
5. Responsible for maintenance of equipment and farm buildings at Farm #1
 - A. Feed center
 - B. Outbuildings and improvements
 - C. Portable equipment for livestock enterprise
 - D. Shop facilities

6. Responsible for Corporate Budget
 - A. Complete final fiscal budget by Jan. 15; preliminary by Dec. 1.
 - B. Approve budget for the next year between Jan. 15-30 with Board of Directors.
 - C. Maintain monthly reports: actual, year-to-date versus budgeted.
 - D. Meet with Board of Directors to revise budget.
7. Responsible for ordering and purchasing farm tools and equipment.
8. Consult with officers on the following:
 - A. Operating plans
 - B. Purchase of new equipment
 - C. Replacement of equipment
 - D. Short, intermediate, and long-range planning
9. Responsibilities in grain production enterprise
 - A. Planting
 - B. Supervising post-emergent spraying of chemicals and sidedress ammonia
 - C. Combine beans
 - D. Grain handling system
 - i. Maintenance of bins, scale, dryer, elevator
 - ii. Oversee all handling of stored grains.
 - E. Transport grain from field to drying or storage centers.
 - F. Transport seed grains from field to grain company.
 - G. Transport landlords' grain to buyers.
 - H. Supervise all field work.
 - I. Determine and order all inputs for crops.
10. Stored Grain
 - A. Responsible for monthly inspection of all grain bins on all farms
 - i. First day of the month
 - ii. At weather changes or times of stress
11. Joint responsibility for grain marketing
 - A. Discuss market trends on regular basis with Bookkeeper.
 - B. Give go-ahead to any marketing strategies.
 - C. Help plan long-range grain marketing program annually.

AUTHORITY

1. Authorized to sign corporation checks and bank loans
2. Authorized to purchase all inputs of swine enterprise, with budgeted limits
3. Authorized to market grains and livestock

Job Description Example: Secretary/Office Manager

Title: Secretary/Office Manager

Name: _____

Immediate Supervisor: President/Farm Manager

Areas of Responsibility

1. Corporate payroll
 - A. Weekly labor payroll
 - B. Monthly benefits to employees
 - C. Monthly SS, Medicare, unemployment (federal, state) payments and reports
 - D. Monthly payments for federal and state taxes withheld from employees
 - E. Worker's compensation
 - F. Prepare and send W-2 records at end of calendar year.
 - G. Prepare and send all federal and state labor tax forms (unemployment, social security and Medicare, federal and state withheld taxes).
 - H. Prepare annual wage benefit reports for each regular employee.
 - I. Keep records of vacation time, sick leave, personal time for all employees.
2. Assist Bookkeeper with:
 - A. FMS: entering data, verifying printouts, analyzing monthly printouts with farm manager, filing reports
 - B. Farm records to CPA
 - C. Preparing records for comparative analysis
 - D. Preparing records for Farm Management Consultant
3. Prepare job descriptions
 - A. Annually for review
 - B. Assist farm manager in completing for new employees.
4. Taxes
 - A. Observe and learn corporate tax regulations.
5. Assist with grain enterprise
 - A. Entering data concerning
 - i. Yields, drying charges, storage charges, inventory records
 - B. Keep daily record or as necessary for managers' use on:
 - i. Inventory and locations of landlords' and corporation's grain contracted
 - ii. Corporation's and landlords' grains yet unsold

6. Financial statements
 - A. Assist bookkeeper in preparing for corporation.
7. Banking
 - A. Cross check canceled checks.
 - B. Bank reconciliation
8. Consult with corporation's Board of Directors
 - A. Farm goals and objectives
 - B. Personal short-, intermediate- and long-term goals and objectives
9. Responsible for writing farm goals, employees' objectives annually for board approval.
10. Errands during busy seasons
 - A. Help with meals

Authority

1. Sign corporate checks.
2. Sign bank loans and repay them.

General Manager _____

Farm Manager _____

Secretary Treasurer _____

Asst. Secretary _____