



## **CORR-DIRECTOR OF FARM OPERATIONS**

### **CHARACTERISTICS OF WORK:**

This is supervisory work involving the management of crops at a farming correctional facility. The work includes the managing of inmate work crews and crop production and maintaining security and custody control. The incumbent is responsible for planning schedules; maintaining supplies; and supervising Corrections-Agriculture Officers and inmates; and management of farming equipment. The incumbent is also responsible for keeping production records and tracking costs of farm operations. Supervision is received from the Farm Manager II.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Master's Degree from an accredited four-year college or university in Agriculture, Agricultural Business, Business or Public Administration, or a related field.

**OR**

#### **Education:**

A Bachelor's Degree from an accredited four-year college or university in Agriculture, Agricultural Business, Business or Public Administration, or a related field;

**AND**

#### **Experience:**

One (1) year of experience in work related to the described duties.

**OR**

#### **Education:**

An Associate's Degree or sixty (60) semester hours (or the equivalent quarter hours);

AND

**Experience:**

Three (3) years of experience in work related to the described duties

OR

**Education:**

Graduation from a standard four-year high school or equivalent (GED);

AND

**Experience:**

Five (5) years of related experience in work related to the described duties.

**Substitution Statement:**

Related experience and related education may be substituted on an equal basis.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Color Vision:** Ability to identify colors.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Taste/Smell:** Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to sit; climb or balance; and stoop, kneel, crouch, or bend.

**COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

**PUBLIC SECTOR COMPETENCIES:**

**Integrity:** Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

**Accountability:** Accepts responsibility for actions and results.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

**TECHNICAL COMPETENCIES:**

**Technical Competence:** Possesses the ability and willingness to exhibit competency in the areas needed to do a specific job.

Reads, comprehends, and correctly applies all MDOC policies and procedures applicable to the Ag Enterprises program. Possesses a basic knowledge of agriculture crop production in both row crops and vegetables. Possesses a basic knowledge of livestock operations, crop seed traits, fertilizers, and chemicals.

**Organizational Skills:** Possesses the ability and willingness to organize and utilize resources to achieve results.

Organizes resources in an effective manner needed to perform the tasks. Orchestrates multiple activities as once to accomplish the goals. Recognizes current and potential crisis situations and uses flexibility, creativity, and common sense to reach a workable solution.

**Workflow Management:** Possesses the ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Operates under specific time constraints and within specified deadlines. Effectively prioritizes tasks in order to meet compliance timelines. Makes work assignments and oversees work assignment timeframes. Exhibits the ability to handle multiple issues and projects concurrently.

**Problem Solving/Decision Making:** Possesses the ability and willingness to work with people and to identify and solve problems in order to effectively and efficiently complete assigned tasks.

Exhibits the ability to identify and address issues that arise during crop growing process. Seeks to identify, address, and resolve conflict situations. Effectively deals with difficult issues and people. Ensures that all problems encountered are addressed at the appropriate level and communicates all relevant information on a timely basis with accuracy and completeness.

**Planning:** Possesses the ability and willingness to access current needs, identify future needs, and prepare plans for acquiring necessary resources to meet the mission, goals, and objectives of the agency as it relates to the specific job.

Contributes to the development and achievement of division goals and objectives. Collaborates with other organizations and internal departments on tactical and strategic planning. Effectively participates in the development of plans, programs, policies, and procedures to meet the goals of the agency.

#### **MANAGEMENT COMPETENCIES:**

**Emotional Maturity:** Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

**Macro Oriented:** Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

**Working Through Others:** Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

**Results Oriented:** Plans effectively to achieve or exceed goals; sets and meets deadlines.

#### **ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Coordinates, plans, and manages crop production at a correctional farming facility.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Plans, schedules, and coordinates farm operations in accordance with production requirements and in compliance with safety laws and government regulations.

Supervises inmates in daily production operations.

Coordinates farming operations with other facility departmental functions.

Maintains production records for farm operations.

Maintains operational supply inventory.

Supervises correctional employees in daily technical production management.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.