

Oklahoma Department of Corrections
Unclassified Job Descriptor

AGRI-SERVICES COORDINATOR I

Basic Purpose:

Positions in this job coordinate and manage a single farm operation medium in size, scope, complexity, and diversification for Agri-Services. Position is responsible for all aspects of agricultural operations and ensuring herd health, safety, quality, and production goals are achieved. Responsible for compliance with all pertinent regulatory agencies as well as agency policies relevant to this position.

Typical Functions:

- Develops and implements plans for field crop and vegetable production to include soil management and preparation, fertilization, planting, cultivation, irrigation, harvesting, and storing of crops.
- Develops and implements plans for the management of livestock enterprises, to include animal health, nutrition, and breeding schedules, and accurately record all livestock production records.
- Develops and implements plans for pasture and range management, determines proper stocking rates of unit, and ensures proper herbicide application is completed in a timely manner. Ensures fences are properly maintained.
- Determines unit needs and orders inputs and supplies to ensure they are delivered on time to maximize efficiency.
- Regularly inspects structures, vehicles, and equipment. Develops and ensures preventative maintenance schedules are followed, and that structures, vehicles, and equipment are kept in safe working conditions. Keeps detailed records.
- Determines proper staff and inmate worker levels and develops plans to efficiently utilize their work time.
- Establishes and maintains good working relations and cooperative arrangements as the Agri-Services representative with DOC facility staff, vendors, and professional organizations.
- Responsible for income and expense records of unit. Prepares required monthly reports and submits to the Director of Agri-Services by established due dates.

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- Assists in developing and implementing both short range and long range plans to ensure continued growth of operation. Plans shall be comprehensive in nature and submitted annually by the established due date.

Knowledge, Skills, and Abilities: required at this level include knowledge of scientific principles and methods of field crop and/or vegetable crop management, common weed, pest, and disease identification skills, and the detection and treatment of common livestock injury and diseases. Ability is required to develop and implement plans, possess supervisory and instructional skills, ability to maintain working relationships with others, and the ability to accurately manage all required record keeping duties. Possess the ability to professionally communicate in both written and oral form.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Four years of experience in production agriculture, or a bachelors degree in agriculture or a closely related field, or an equivalent combination of education and experience.

Preferred Qualifications: Minimum qualifications stated above plus experience working in a correctional agriculture setting.