

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **AGRI-SERVICES COORDINATOR III**

### **Basic Purpose:**

Positions in this job coordinate and manage a farm operation large in size, scope, complexity, and diversification, or manage multiple farm operations over a geographically dispersed area, which also includes the management of one or more food processing operations within the area of responsibility. Position is responsible for all aspects of agricultural operations and ensuring herd health, safety, quality, and production goals are achieved. Position is also responsible for all aspects of the food processing operations to include maintaining production schedules and adequate inventory availability. 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, determine proper stocking rates of unit, and ensures proper herbicide application is completed in a timely manner. Ensures fences are properly maintained by regularly inspecting them.
- Develops and implement production schedules for food processing operations. Responsible for the development and adherence to sanitation protocols and standards as established by the USDA, Department of Health, or other regulatory agency. Assures a safe and wholesome product is produced and maintains an adequate inventory of products at all times.
- Determines units 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.

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- Determines proper staff and inmate worker levels and develops plans to efficiently utilize their work time.
- Serves as the point of contact for Agri-Services at the unit level. Works cooperatively with facility staff as the need arises.
- Keeps income and expense records of units. Prepares required monthly reports and submits to Director of Agri-Services by established due dates.
- 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. Knowledge of food processing principles and operations, to include Hazard Analysis Critical Control Point principles, SSOP sanitation principles, and/or Department of Health regulations. 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. Ability to simultaneously manage multiple projects, often at separate geographic locations.

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Six years of experience in production agriculture and/or food processing, or a bachelor's degree in agriculture, food science, or a closely related field and two years of experience, or an equivalent combination of education and experience.

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