



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RANCH MANAGER	36	H	9.514

Under general supervision of the Nevada Agricultural Experiment Station Director, manage cattle production and the operation of one or more University/Nevada Agricultural Experiment Station (NAES) ranches and properties consisting of 11,000 deeded and more than 100,000 acres of leased range grazing for cattle and more than 120 acres of land in alfalfa production; ensure facilities, cattle, pasture and range are available for research projects; market and breed cattle.

Ensure cattle receive adequate feed and nutritional supplements by moving cattle to different areas of range and pasture as necessary; provide winter pasture and alfalfa, hay and extra supplements during calving periods; wean calves at an appropriate time based upon appropriate conditions.

Maintain the health of the cattle herd by monitoring the condition of the cattle and administering vaccinations, administering a systemic to prevent lice and grubs, calving and consulting a veterinarian when necessary; maintain the quality and size of the herd by retaining heifers for breeding, selecting and purchasing bulls and culling the herd.

Oversee alfalfa production and pasture maintenance on NAES and university properties to ensure adequate feed is available for the managed cattle; prepare fields, plant and irrigate crops and pastures, apply fertilizers, herbicides and pesticides, and harvest hay.

Market cattle to provide funds for range operations; select cattle for sale based upon age and physical condition; monitor market price for cattle; sell cattle at public auction and through the Internet.

Ensure facilities, cattle and pasture are available for research projects on University and NAES properties by consulting with faculty researchers regarding their needs; arrange for cattle, pasture and range requirements; oversee collection of data.

Maintain facilities and equipment in proper condition which includes repairing fences, repairing and maintaining structures, servicing equipment and machinery and performing minor repairs.

Assist in developing budget recommendations for ranch operations by reviewing past expenditures and current funding levels, assessing future requirements for ranch operations and capital improvements, and submitting the recommendation to the supervisor for approval; monitor expenditures to ensure expenses do not exceed projected income.

Train, supervise and evaluate the performance of interns and technicians; assign and review work.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college with major course work in resource management, animal science or closely related agricultural field and three years of experience managing all aspects of a range cattle operation; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: modern ranching methods and procedures including range management, care and feeding of cattle, and crop production. **General knowledge of:** research design and implementation. **Ability to:** identify an unhealthy animal and administer appropriate treatment or consult a veterinarian; establish and maintain effective working relationships with federal and State agency staff, State and Cooperative Extension service personnel, and vendors; coordinate and communicate effectively with faculty members and research project leaders regarding research projects and ranch operations; perform heavy physical labor; work independently with minimal direction; market cattle properly; formulate budget recommendations and administer an operating budget. **Skill in:** operating and maintaining farm equipment and machinery; horsemanship, particularly in working cattle; handling and caring for livestock; performing a variety of electrical, plumbing, carpentry and welding work sufficient to maintain structures and equipment in proper condition.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: federal and State agency policies and procedures to ranch operations; the principles and practices of management and supervision. **General knowledge of:** State administrative regulations regarding personnel and purchasing. **Ability to:** establish objectives and goals pertaining to ranch operations and plan projects in a cost-effective manner; maintain records and reports pertaining to ranch and cattle operations; establish work priorities and train, motivate and supervise staff.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.514

ESTABLISHED: 7/1/91P
11/29/90PC
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