

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Farmhand Supervisor</u>
Sch & Grade	<u>PAT-6</u>
Class Code	<u>BE47</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not eligible</u>
Occupational Group	<u>Zoo</u>

PRIMARY PURPOSE:

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Plans, organizes, and supervises farm park programs, activities and facilities for the Springfield-Greene County Park Board.

Supervision:

Under the general supervision of Special Facilities Recreation Superintendent or designee. Supervises assigned staff.

Description of Work:

Essential Functions:

1. Develops and implements farm animal programs and activities related to public interpretation and education of the agricultural, natural and cultural resources of the area.
2. Assists with the planning, implementation and management of special events.
3. Responsible for program and facility budgets as assigned.
4. Assists with the development of interpretive materials such as signage, brochures, and displays.
5. Coordinates programs with school groups, community groups, civic organizations, and guilds.
6. Prepares and presents required reports as well as marketing and public relations presentations regarding educational programs and activities.
7. Evaluates educational programs and services and makes recommendations based on findings.
8. Supervises and directs the work of program personnel, including making hiring decisions, providing leadership, scheduling and assigning work, conducting performance evaluations, and recommending and implementing disciplinary actions.
9. Performs opening, closing and on-call duties for assigned facilities, as well as assigned security system calls and inquiries as needed.
10. Schedules and plans activities; collects monies resulting from activities.
11. Assists with the ongoing agricultural development of the Rutledge-Wilson Farm Park.
12. Provides related assistance to the Park Board and other City departments through educational presentations and consultation as assigned.
13. Travels to a wide variety of park location sites, community centers, and public schools and transports equipment as required.

Important Functions:

1. Attends conferences, seminars, workshops, and other training for professional development purposes.
2. Utilizes appropriate computer software applications such as word processing, spreadsheets and/or databases.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, practices, standards, and current trends in agriculture and farming; knowledge of interpretive principles and techniques, program planning and place-based education, proven leadership and management skills.

Abilities

Effectively oversee and administer farm education programs and events for the Springfield-Greene County Park Board; analyze and evaluate situations accurately and make recommendations; exercise discretion and sound, independent judgment; work independently with little or no direction; develop staff members and communicate clear goals and objectives; effectively prepare and present reports, presentations, and programs; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, outside agencies, and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in agriculture, animal science, natural/environmental sciences, education, or closely related field plus a minimum of one year developing and conducting site-based interpretive, educational or recreational programs in a non-profit, public, or private organization. Directly related experience working with animals is highly desirable.

Physical Requirements

Performs bending and reaching to both ground level and overhead; holds and grips objects; lifts, carries, pushes and pulls 60 pounds.

Working Environment

Both indoor and outdoor working environment; may be exposed to extreme heat, cold, dust, and/or pollen.

Licensing/Certification

Certified Parks & Recreation Professional (CPRP) is desirable. If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s license, and provide required liability coverage.

Miscellaneous Requirements

Subject to working weekend or evening hours.

Last Revision:	February 10, 2012	GENERAL ORDINANCE NO.5761
Comments:	Updated Abilities	Date:

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____