

Valley Coop, Inc.

Job Description

Job Title: Agronomy Manager
Department: Agronomy
Reports To: General Manager
FLSA Status: Exempt
Prepared By: ProValue, LLC
Date: July 2016

SUMMARY

The position is responsible for developing a working relationship with patrons in all areas of agronomy including but not limited to seed, fertilizer, chemical sales and recommendations. Also responsible for promoting other areas of the Cooperative, such as, feed, livestock supplies and petroleum products. This position assists with developing best management practices for the Cooperative customers to ensure safety, efficiency, and superior customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to the following:

Develops and maintains agronomy operations by coordinating operational activities with all other functions of the cooperative and suppliers to obtain optimum production; and coordinates operational activities with all other functions of the organization and suppliers to obtain optimum production and utilization of human resources, machines, and equipment;

Works with location managers to develop a patron list to target sales calls;

Makes farm sales calls to patrons and promotes Valley Coop, Inc., products and services; and works with patrons to develop crop planning, such as crop rotations, fertility, best management practices for their acres; follows up visits to check on results of planning;

Provides excellent customer service by managing difficult or emotional situations; respond promptly to customer needs, resolve questions, complaints and concerns immediately and meet commitments

Establishes production and quality control standards, develops budget and cost controls, and obtain data regarding types, quantities, specifications, and delivery dates of products ordered;

Ensures all established costs, quality, and delivery commitments are met;

Responsible for preparing the spray sheet and load orders to be billed and filed; and maintaining test plots;

Maintains and orders fertilizer;

Responsible for approving work orders on all chemical and fertilizer sales;

Coordinates the applicator and tender trucks and personnel;

Responsible for all agronomy sales and pricing of fertilizer and chemicals and agronomy documentation;

Investigates all agronomy patron complaints, such as chemical non-performance; works with chemical representatives to secure prompt solution to the problem;

Provides input to the development of product strategy and research and development of new and emerging products;

Makes sure the fertilizer is unloaded in a timely fashion;

Attends training provided by industry and trade organizations to increase knowledge and to remain current on all new technology and safety regulations;

Performs administrative activities associated with effective management, including compiling, storing, and retrieving production data for reports for the agronomy department;

Reports personnel changes and human resource needs and issues to main office for record keeping purposes and support (i.e., vacation and sick leave);

Maintains and promotes safety awareness; follows safety policies, procedures and reporting requirements;

Understands and complies with all state and federal regulations;

Exhibits competency in agronomy knowledge and maintains current agronomy knowledge and best practices;

Presents a clean and professional appearance;

Employee is required to perform all other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications, demands and environments described below are representative of those an employee encounters while performing the essential functions of this job. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A. or B.S.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. This position requires basic computer operation skills. Education and/or experience in agronomic practices and computer technologies are necessary.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Crop Advisor certification preferred

Valid Driver's License with a safe driving record - Commercial Driver's License (with Hazmat endorsement) preferred

REASONING ABILITY

The ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Able to deal with problems with several concrete variables in standard situations. Must be able to think quickly and perform a mental assessment of workplace hazards, take appropriate precautions, and choose appropriate PPE as dictated by need, regulation, and labeling.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; taste or smell; stand; walk; sit and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and /or move up to 50 pounds and occasionally lift and/or move over 100 pounds. The employee may frequently need to climb ladders (may range from 20' to 180') and stairs. This may include structural ladders as well as climbing into applicator rig, large vehicles, and/or tractors. ~~Must be able to stand for long periods and handle repetitive motions during feed mixing, sacking and loading.~~ Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employees must understand and implement all related safety policies, procedures and programs for prevention and protection while performing job duties in various work environments.

WORK ENVIRONMENT

While performing the duties of this job, the employee is may be exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions; extreme cold and extreme heat toxic or caustic chemicals and vibration. The employee

is occasionally exposed to wet and/or humid conditions; high, precarious places; risk of electrical shock and explosives. The noise level in this work environment usually loud (although not believed to exceed the eight hour threshold for working in or around loud equipment). Employees must understand and implement all related safety policies, procedures and programs for prevention and protection while performing job duties in various work environments.

DISCLAIMER

This job description indicates the general nature and level of work expected. It is not designed to cover every activity, duty or responsibility required of the employee.

I agree that I can perform the job described as stated above and am able to work in these conditions.

This job description in no way alters “employment-at-will” and is not a guarantee of employment now or in the future.

Signature

Date