

**Offerle Cooperative Grain & Supply Company**  
**Agronomy Manager/Sales**  
**Job Description**

**Job Title:** Crop Production Manager  
**Location:** Offerle & Bucklin  
**Reports To:** General Manager  
**FLSA Status:** Exempt  
**Prepared By:** ProValue LLC  
**Prepared Date:** January 2017.

**SUMMARY**

The Crop Production Manager is responsible for supporting the Cooperative crop production department by marketing and selling agronomic inputs and seed to customers. This position is also responsible for providing agronomic expertise to Cooperative customers to improve efficiency and profitability of their crop production practices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Includes the following and other duties may be assigned)

Develops an extensive working knowledge of crop nutrients, crop protection products and seed;

Provides agronomic expertise to customers; promotes advanced crop production technologies;

Retains current cooperative customers by providing outstanding service, cutting edge products and competitive pricing arrangements;

Develops new relationships and customers through effective marketing and promotion; calls directly to current and potential customers;

Develops business partnerships with fertilizer, chemical and seed companies that are beneficial to the Cooperative and its customers;

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

Complies with all state and federal laws, codes and regulations;

Manages the operations of the department at Offerle & Bucklin in accordance with the Cooperatives policies and procedures;

Responsible for timely billing of agronomy products including liquid/dry fertilizer, anhydrous, and other products.

Submits accurate reports in a timely manner;

Works with other managers to plan and create policy and procedures for the efficient and profitable operation of the Cooperative;

Provides excellent customer service by managing difficult or emotional situations; responding promptly to customer needs, resolving questions, complaints and concerns immediately and meeting commitments;

Effectively communicates by verbal and written means with customers, employees and management;

Presents a clean and professional appearance;

Employee is required to perform all other duties as requested.

### **SUPERVISORY RESPONSIBILITIES**

This position supervises the crop production employees. This job carries supervisory responsibilities in accordance with the Cooperative's policies, procedures and applicable State and Federal laws.

Responsibilities include: interviewing; hiring; training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees and addressing complaints and problem solving. Willingness to learn a new computer software program.

### **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 list 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.) from four-year college or university; or five to seven years related experience and/or training; or equivalent combination of education and experience. Basic computer operation skills are required. Willing to seek out and attend additional continuing education, seminars, classes or other job-related education requirement or opportunities.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

### **MATHEMATICAL SKILLS**

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

### **CERTIFICATES, LICENSES, AND REGISTRATION**

Class A Commercial Driver's License (CDL) with Air Brakes and Hazmat endorsement

Commercial Applicator's License

Certified Crop Advisor (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 required to regularly stand or sit for long periods of time. 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 rigs, large vehicles, and/or tractors. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee 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 frequently 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 environments is usually loud (although not believed to exceed the eight-hour threshold for working in or around loud equipment). Employee 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 can work in these conditions. Signing this job description in no way alters “employment-at-will” and is not a guarantee of employment now or in the future.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date