

Position Objective and Responsibilities

Job Title: Agronomy Location Manager

Reports To: Agronomy Division Manager

Position Objective

To direct, promote, and coordinate agronomy plant operations in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

Position Responsibilities

The agronomy location manager's responsibilities involve supervision, profitability and sales, reporting, purchasing, inventory, service, maintenance, and other duties as assigned by the agronomy division manager.

The agronomy location manager will maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.

Supervision

Supervision involves establishing and communicating location goals and results to employees, staffing the location and delegating the workload, actively supporting employee growth, and upholding cooperative policies.

Establish and communicate location goals and results to employees

1. Establish location goals with assistance from the agronomy division manager
2. Conduct annual reviews with staff

Staff location and delegate work load to meet market requirements

1. Staff and adjust work force to fit seasonal needs with a minimum of unproductive labor costs

2. Employ seasonal work-sharing arrangements to minimize layoffs and unemployment compensation costs

Actively support employee growth

1. Schedule and supervise orientation for new location employees
2. Update employees regularly on new product knowledge
3. Identify in writing annually training needed for individual employees
4. Discuss performance monthly with each location employee
5. Complete and administer a yearly merit review with each location employee following management and human resource approval
6. Stimulate and develop positive morale and team spirit that leads to high productivity
7. Actively work to increase personal skills and knowledge

Uphold cooperative policies

1. Uphold all cooperative policies
2. Ensure that location facilities and equipment meet all federal, state, and OSHA regulations
3. Inform all customers of safe product handling
4. Develop and update a regular maintenance schedule for the location facilities and equipment

Profitability and Sales

Profitability and sales involve establishing and achieving the location's profitability and sales goals, and increasing the location's market share through regular sales efforts.

Establish and achieve location's profitability and sales goals

The agronomy location manager will establish and achieve the location's profitability goals identified in the annual budget.

Increase market share through regular sales efforts

1. Review sales reports monthly with location employees
2. Submit sales call recap monthly to management
4. Ensure location staff have current tools to make successful sales presentations

Reporting

Reporting involves submitting all required operational reports to management within the time limits stated below.

1. Submit daily invoices and sales recaps to management daily with no errors or discrepancies
2. Turn in all product receipts and supporting materials to management daily
3. Submit monthly reports to management by the 15th of each month. Monthly reports should include the following:
 - Monthly accountability
 - Inventory recap
 - Sales promotion recap
 - Sales effort recap
 - Competitive retail market report
 - Employee performance recap
 - Facility and equipment maintenance recap
 - Review outstanding customer reports including credit, complaints, and requests

Inventory

Inventory involves managing inventory levels.

1. Develop and maintain a system for monitoring and controlling inventory levels that results in minimal shrinkage
2. Supervise checking of all in-shippments for accuracy against the delivery ticket, proper quantity, price as ordered, and quality
3. Strive to get 4 turns on commodities
4. Clear out obsolete inventories annually
5. Maintain a fiscal year-end inventory not to exceed 10 % of sales
6. Resolve discrepancies in daily inventory report forms within 24 hours
7. Maintain inventories at levels to assure service with a minimum of delivery delays, yet maintain inventory turn goals

Service

Service involves providing and promoting the service necessary to meet the location's goals.

1. Have equipment in excellent operating condition by the beginning of the spring season
2. Ensure all items sold through the location are delivered and installed within three weeks of sale or receipt
3. Enforce regulations to ensure an even flow of product to accounts
4. Handle claims and complaints promptly
5. Supervise quality control to assure maintenance of product specifications
6. Ensure no customer has improperly installed or inefficiently maintained equipment
7. Ensure all services provided assist in achieving location profitability
8. Make arrangements ahead of time for coverage of duties in case of a planned absence, such as vacation, or an unplanned absence, such as illness
9. Lose no customers due to services provided by the location

Maintenance

Maintenance involves maintaining location property, facilities, and equipment.

1. Ensure location property, facilities, and equipment remain in good repair and appearance
2. Make recommendations on replacement, additions, or deletions of facilities and equipment when needed and/or economically justified
3. Lose no customer due to unsatisfactory equipment performance

Other Duties

The agronomy location manager will perform duties as assigned by the agronomy division manager and will enforce and uphold the cooperative's credit policy.

Perform other duties as assigned by the agronomy division manager

1. Perform duties as requested by the agronomy division manager

Enforce and uphold the cooperative credit policy

1. Make credit terms known to all employees and customers
2. Do not charge to customers on COD
3. Do not extend credit to customers who have not been approved by the credit manager
4. Do not authorize customer charges that exceed set credit limits
5. Keep all personal accounts current