



Salt Lake County Job Description  
**Agricultural Program Coordinator**

**DEPARTMENT:** Community Svcs  
**JOB CODE:** 771 **GRADE:** 013  
**SALARY PLAN:** TRD  
**SAFETY SENSITIVE:** No

**DIVISION:** Recreation/3640  
**FLSA STATUS:** Non-Exempt  
**EFFECTIVE DATE:** 04/22/2015

**JOB SUMMARY**

Plans, performs, promotes, supervises and directs others in a variety of farming functions to support an historic farm open to the general public.

**MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Agriculture Science, or other closely related field, plus one (1) year of related experience; OR an equivalent combination of related education and experience.

Due to the nature of this position, the successful applicant must pass a required pre-employment background check.

A valid Driver's License issued by the State of Utah is required to operate a vehicle within thirty (30) days of hire date.

**ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Under the direction of the Facility Manager, determines type, variety and amount of acreage to be planted, field location and crop rotation, and potential markets for harvested crops; selects crops and crop cycles based on timing and/or variety to meet the needs of the interpretive and historic farming programs, (E.g., special "u-pick" events),
- Maintains pastures or grazing lands to ensure that animals have enough feed, employing pasture-conservation measures.
- Restores the orchard to a level that will provide for public demonstration and educational programs; either personally and with the help of other staff, volunteers or contract personnel, prunes, plants, replants, and explores root stock to best serve program needs and soil conditions.
- Establishes and maintains smaller gardens throughout the farm. Work includes irrigation, thinning, trellising, cultivating and harvesting. Makes products available for deadlines, such as auctions and markets.
- Grows out-of-season or early crops in greenhouses.

- Creates and maintains working relationship with current community partners including USU Extension, Granite School District, Wasatch Front Farmers Market, Salt Lake County Urban Farming and Green Urban Lunch Box.
- Establishes agriculture classes for the general public, summer camps and school tours. Markets, plans and implements classes.
- Builds new community partnerships to enhance education opportunities on the farm. Plan includes: backyard chickens and bee keeping.
- Creates and establishes a volunteer organization to work crops, orchards, and gardens on the farm.
- Demonstrates and explains farm work techniques and safety regulations to workers and the general public.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- Farming and cultivation techniques, familiarity with local crops, soil contents and yields. Crop management and rotation
- Flood irrigation and irrigation systems
- Equipment such as seed, fertilizers, and farm machinery
- Regional gardening and farming principals
- Pests and diseases and an understanding of how they spread and how to treat them; applying health and safety standards across the farm
- Practical activities, e.g. driving tractors, operating machinery, feeding livestock, spraying fields, etc.
- Farm animal diet, health and hygiene

### **Skills and Abilities to:**

- Establish relationships and work closely with concessionaires, especially tenant farming operator(s) or partner(s), to include coordinating reaching mutually agreed goals
- Perform simple computer functions
- Communicate effectively verbally and in writing
- Perform basic mathematical computations
- Lead and instruct others
- Follow written and oral instructions
- Operate office equipment
- Establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers
- Perform repetitive motions, such as bend, lift, push, carry, while caring for animals and completing maintenance tasks

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Employees must intermittently lift and carry up to 60 pounds. Position requires strength and ability to perform manual labor, operate power equipment, work under adverse conditions, work with large animals, handle public complaints, maintain harmonious working relationships with staff, outside specialists and the public. This position is not directly responsible for livestock, farm maintenance or special events, but will assist in all farm activities as requested

Employee will work in outdoor conditions and be exposed to all seasons of weather.

## **IMPORTANT INFORMATION REGARDING THIS POSITION**

This position is subject to being called to work prior to or after the scheduled shift in the event of an emergency.

May be required to work holidays, nights, and weekends as needed.

Revised Date/Consultant's Initials: 01/16/2017/DW