AUBURN
Human Resources

Mgr, Dairy & Herd
Job Description

JOB INFORMATION

Job Code	GA26
Job Description Title	Mgr, Dairy & Herd
Pay Grade	VT10
Range Minimum	$58,460
33rd %	$72,100
Range Midpoint	$78,920
67th %	$85,740
Range Maximum	$99,380
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/4/2023

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Animal Care

JOB SUMMARY

The Dairy and Herd Manager independently manages the College of Veterinary Medicine's (CVM) Grade A dairy. Oversees nutrition and management of the Department of Clinical Sciences (DCS) teaching and research herds. Under institutional animal care and use committee (IACUC) guidelines, responsible for overseeing the animal research facility, as well as training and supervising all student workers participating in milking or animal care.

RESPONSIBILITIES

- Oversees nutritional program of dairy, beef, small ruminant and camelid herds. Implements appropriate feeding of dairy cows for stage of lactation or pregnancy. Monitors pasture conditions and hay quality. Orders feed for all herds (dairy, beef, small ruminant, equine) in a timely fashion using correct purchasing procedures and works with Farm Supervisor to ensure appropriate feed storage conditions.
- Maintains milking equipment by inspecting and replacing equipment parts, ordering supplies, and maintaining inventory levels. Maintains milking barn and reports malfunctions to appropriate personnel. Ensures appropriate transfer of milk to the bulk tank pickup. Available for troubleshooting or implementing minor repairs including weekends and holidays.
- Oversees all milking procedures including movement of cattle, cleaning of milking equipment, and evaluation of milk quality. Trains, hires, and supervises all personnel that perform milking duties and performs milking duties when other personnel are not available. This may include some weekends and holidays.
- In conjunction with unit veterinarian, assists with dairy breeding program and replacement heifer program. Identifies animals that require veterinary care. Administers routine treatments and implements vaccination, deworming, and hoof care programs for the dairy cows.
- Supervises large animal research coordinators (Coordinator, Large Animal Research Grade 31) in compliance with IACUC guidelines, overseeing the nutrition, herd maintenance, compliance, and record keeping of the coordinators' herds.
- Performs all record keeping for the dairy herd and works with the University Veterinarian and Large Animal Research Coordinators to ensure industry compliance of the dairy and other farm animal herds.
- Assists investigators across a variety of research studies involving the dairy herd and educates veterinary or undergraduate students about milking procedures, animal handling, milk quality evaluation.
- Responsible for reviewing and providing input into budget data for the teaching and research herds (feed costs, milk income, animal sale income, health maintenance costs, student worker costs).
- Provides oversight of the animal research barn. This includes assigning space, monitoring cleanliness and functionality of facility, contacting relevant groups if repairs need to be made, ensuring that charges for use are entered, serving as the IACUC/ AAALAC point of contact for inspections.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline is required.	and	4 years of	Two (2) yrs. experience in a dairy farm is required. At least two (2) yrs. supervisory experience within a farm or animal hospital environment is required.	And
	Degree or field of study in an animal or dairy related field, including Science, Nutrition, and Veterinary is desired.	and		Experience with non-equine farm animal handling is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong knowledge of dairy farming practices.	
Strong knowledge of farm animal husbandry, including nutrition and basic reproduction, as well as basic medical terminology.	
Strong knowledge of animal care requirements.	
Knowledge of animal behavior, both in groups and individually).	
Basic math knowledge.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	