

## **Assistant Ranch Manager, Archbold's Buck Island Ranch**

Archbold [www.archbold-station.org](http://www.archbold-station.org) is seeking a skilled and experienced Assistant Ranch Manager. This is a long-term, ongoing position with a competitive salary, housing, and excellent benefits. Applications to be received by February 7<sup>th</sup> 2022. Preferred start date is March 2022 but there can be flexibility for the right candidate.

Position serves as Assistant Ranch Manager for Archbold's 10,500-acre Buck Island Ranch (a full-scale 2,800 head commercial cow calf operation managed as a platform for environmental research) and at the Archbold Reserve (a 3,500-acre land restoration site with cattle grazing and environmental monitoring).

Position includes: supervising operations staff; oversee day to day cattle (cow calf) operations; oversight of land management including pastures and woods; maintenance of ranch infrastructure, equipment operation, maintenance and repair; coordination of operations data for research; liaison and coordination with research staff and interns, and visiting scientists; coordination with vendors and contractors; and interaction with other industry, educational and Archbold visitors to the Ranch.

Position Reports to the Ranch Manager, who has overall responsibility for ranch management, outreach, and external relationships, while the Assistant Ranch Manager is responsible for implementing day to day operations, making independent decisions as needed without direct oversight, and serving as staff person in command when the Ranch Manager is not on site, or not available.

The successful candidate will have highly competent ranch management skills and experience preferably with Florida or southeastern grasslands and combine this with a commitment to the agroecology research, education, and conservation mission of Archbold, operating a working ranch while contributing towards the management of Buck Island Ranch and the Archbold Reserve as a world-renowned natural laboratory. Please see two documentaries about Archbold's Buck Island Ranch: ([https://www.youtube.com/watch?v=y6\\_WhY3aZB0](https://www.youtube.com/watch?v=y6_WhY3aZB0) , [https://www.youtube.com/watch?v=rGV\\_G6dnYHg](https://www.youtube.com/watch?v=rGV_G6dnYHg) )

### **Education, Experience**

- At least five years of relevant experience managing an agricultural operation and supervising staff. Appropriate college degree or coursework highly beneficial although more extensive experience and vocational/technical training may substitute.
- Experience of cattle ranching in Florida or in southeastern grasslands a huge plus. Knowledge of southern grassland management, prescribed fires, Brahma-cross cattle breeds, horse management and training, equipment operations and mechanical skills.
- Ability to work long, hard, physical hours in hot humid conditions.
- Ability to maneuver cattle via horseback; roping skills a plus
- Experience with managing animal health

- Licenses and certifications such as Florida Certified Prescribed Burn Manager Certification and Beef Quality Assurance Certification, (or be willing to get it soon after employed)

**Assistant Ranch Manager will be:**

- Hard working, highly competent, skilled at cattle and land management, problem solver with excellent judgement. Willing to work long hours on some days and be available out of hours for emergencies and problems. Full range of ranch management competencies.
- Serve as a role model, with high integrity, trusted, excellent communication skills, ability to manage relationships.
- Ability to interact and communicate with a very diverse workforce and visitors, not all of whom have experience with ranching, and do so in a collaborative and helpful manner.
- An interest in, enthusiasm for, and commitment to the mission of Archbold as a agroecology research, education, and conservation center, and to build and operate Buck Island Ranch and the Archbold Reserve as a natural laboratory for this work, within the constraints of operating as a working ranch.
- With success in this position, there is the potential for growth and leadership opportunities.

**Status**

Exempt, anticipated hours agriculture work 45/week including some weekends, and on call out of hours for incidents and emergencies.

Pay Range: depending on experience.

Reports to Archbold’s Ranch Manager

Housing is provided. The Assistant Ranch Manager is required to live on Buck Island Ranch.

**Required Application Materials:**

Cover letter describing skills, relevant experience and supervisory responsibilities

CV or resume

Names and contact information for three references

**Details**

Send required materials to [shawkins@archbold-station.org](mailto:shawkins@archbold-station.org) by February 7<sup>th</sup>, 2022

Candidates should be prepared for either virtual/remote and/or in-person interviews.

Visit [www.archbold-station.org](http://www.archbold-station.org) for more information on our organization

Archbold Biological Station is committed to diversity and inclusion. We welcome applications from persons from underrepresented groups

## **Details of position**

Job functions are specific duties that would be included in the essential functions of the job description. These functions are not all-inclusive, nor do they cover the full extent of the duties performed.

### **Cattle Operations (and other animal agriculture) on Buck Island Ranch and the Archbold Reserve**

- Implement cattle (cow calf) operating policies and procedures at Buck Island Ranch and the Archbold Reserve. Oversee implementation of all cattle and other animal industry standards (e.g. horse, dog, feral hogs).
- Implementation of Beef Quality Assurance Guidelines (BQA) including cattle care and handling, feeding and nutrition, disease prevention, health care and veterinary care, cattle management, animal handling, and staff training (see supervision below).
- Oversee the care, feeding and breeding of cattle (cows, bulls, calves). Determine the time and level of supplemental feedings, and animal husbandry skills. Coordinate with feed and other cattle supply vendors, veterinarians, etc. Plan, implement and track all cattle pasture rotations on the Ranch and Reserve. Meet deadlines for annual cattle operations.
- Assist the Ranch Manager with cattle production record keeping, collecting and maintaining cattle records for health, breeding, herd counts, shipping, death loss etc as required.
- Work with research and data management staff to collect and share cattle data as needed for research projects.
- Maintain and oversee barn, veterinary and farrier services for horses and dogs used for cattle operations.
- Assist in development of long-term herd management strategy with the Ranch Manager including genetics and breed type, breeding programs, timing of breeding, retained calves and cattle, relationships with buyers and vendors (vet supplies, feed etc.) and marketing strategies.

### **Land management on Buck Island Ranch and the Archbold Reserve**

- Plans and develops objectives, scheduling, and deadlines for land management in relation to cattle operations and conservation needs.
- Implement all environmental and wildlife BMPs and record keeping and provide and maintain such records for Ranch Manager.
- Oversee pasture and natural lands management including but not limited to chopping, disking, fertilizer, liming, weed control, invasives species control, reseeding, new crop/grass establishment, sod harvesting etc. Oversee on site work or contractor work. Critical function is to develop and implement an annual fire management plan and effectively deploy fire management to meet agricultural, natural lands, and research needs.
- Oversee the cultivation, planting, harvesting and disposition of crops, typically with outside contractors.

- Ensure environmental, animal, and human safety compliance of land management activities.
- Operate in compliance with the terms of existing conservation easements and requirements for restoration under easements. Assist the Ranch Manager to implement funding from federal and state agencies for grant, disaster payment, and other land management awards (e.g. USDA EQIP funding) and payments for environmental services. Work with the Ranch Manager to track funded activities.
- Assist the Ranch Manager in development of long-term ranch land management planning and development of annual land management tasks also in coordination with the Director of Agroecology Research and when necessary, with visiting scientists.
- Invasives species. Contract with or arrange for harvesting, treatment, removal and disposal of invasive non-native plants (e.g. smutgrass and cogongrass) and animals, particularly feral hogs, to maintain cattle and agriculture operations.
- Direct the construction and modification of buildings and infrastructure on the Ranch and Reserve, including fences, stalls, farm buildings, ditches and water systems. Serve as equipment operator and provide on site supervision, and contractor oversight for maintenance of ranch infrastructure including roads, bridges, fencing, culverts, pumps, wells, solar powered watering troughs, and watering systems, etc. Work with Ranch Manager to develop an annual task list for ranch infrastructure needs.
- Operates water management projects and provides monthly paperwork and reports, as necessary
- Maintains a variety of data, records and activity reports regarding ranch pasture, annual land management activities, and land conditions. Provides data as needed to Ranch Operations Assistant.
- Work with Ranch Manager to review potential game harvesting agreement and implement the agreements, contracting with a wildlife consultant as necessary and coordinate data on game management with scientific data managers.

### **Equipment and Farm Buildings**

- Operate or familiarity with the range of heavy equipment including but not limited to grader, seed drill, forklift, welder, diesel powered pumps, solar powered pumps, IT28 loader, etc., and train others to operate.
- Develops and implements a preventive maintenance and repair program and supervises the maintenance program for vehicles, machinery, and equipment.
- Prepares and maintains a variety of records regarding farm vehicles machinery, and other equipment issues
- Works with Ranch Manager for long-term planning for ranch vehicle and equipment.
- Work with the Ranch Manager to plan for farm building needs and direct the construction and modification and operations of farm buildings on the ranch

### **Supervisory and Coordination Roles**

- The Assistant Ranch Manager works closely with the Ranch Manager, is supervised and evaluated by the Ranch Manager, can conducts day to day business without close supervision, is authorized to make important decisions in emergency situations, and assumes control and oversight in the absence of the Ranch Manager.

- This position has supervisory responsibility, with oversight of up to 5 staff and temporary day riders. Oversees all staff engaged in cattle operations, mechanical equipment, and land management as well as recruiting and managing day riders
- Organize, create an efficient work schedule, and hold staff accountable. Conduct annual evaluations and performance reviews of staff. Create a team environment.
- Provide training and coaching skills, team building and recruitment
- Ability to mediate, resolve conflicts, and build collaborative approaches.
- Shares 50:50 supervision (with the Director of Agroecology Research) of one operations staff person that is allocated to manage cattle and land management activities specifically for research needs as well as serving in an operational capacity. Works with the Director of Research to set goals and resolve problems. These include but are not limited to coordinating experimental grazing, fire, planting, and fertilizer and lime application for research.
- Supervises and trains staff for health and safety at work, BQA guidelines, all environmental compliance, pesticide applications, prescribed fire management. Ensures staff wear personal protective equipment (PPE); equipment operation, maintenance and repair; public health, worker safety and veterinary requirements.
- Maintains proper safety, health, and sanitary conditions for ranch operation staff. Monitors safety conditions and alerts Ranch Manager to concerns or trends.
- Consults and communicates with research staff and visiting scientists in planning land and agricultural management activities, providing support while also communicating limitations and feasibility.
- Assist with training research staff and interns to be respectful of agricultural operations and be aware that inappropriate or ignorant behavior can have major impacts on the well-being of cattle and the feasibility of agricultural operations.
- Coordinate and communicate as needed with guests, donors, board members and representatives of industry, government organizations, college classes, educational and other Archbold visitors.