

## Example Ranch Manager Job Description

This document is intended to serve as an example of a ranch manager job description to assist you in writing a position for the KRIRM Ranch Manager Job Board. Visit [krirm.tamuk.edu/ranch-manager-jobs](http://krirm.tamuk.edu/ranch-manager-jobs) to learn more and submit your job position to our listing page.

Based on ranch labor needs, a job description can be developed for the position to be filled. For any business, job descriptions are an effective way to facilitate communication between employer and job applicants, and between employer and current employees. Specifically, putting the job description in writing clarifies what the employer is thinking, expecting, and rewarding. This is important because not every person is well-suited for every position, and having a written job description will help identify that early on.

Below is an example of a job description with notations on the essential components (italicized) needed to effectively write your own.

### **Ranch Manager**

*Title*

### **Reports to:**

*Title of supervisor to whom job holder reports to*  
Owner

**Position Classification:** Fulltime  Part-time  Seasonal/Temp  Occasional

### **Position Description:**

*Brief one sentence summary of job*

Supervise, plan, and coordinate activities of employees engaged in the management of all aspects of the ranch; includes managing financial aspects of business.

### **Job Responsibilities**

*Listing of 3-5 primary responsibilities for the job with sub tasks listed below.*

1. Monitor financial measures for the ranch
  - a. Cost and profit/lb of weaned calf
  - b. Cost/ton of hay
2. Provide high quality feedback to each employee supervised
  - a. Lead by example
  - b. Motivate, train, and involve employees in planning
3. Oversee management and marketing of cowherd
  - a. Breeding, calving, weaning, supplementation, and marketing protocols
4. Maintain Range/Pasture Management
  - a. Grazing management protocols
  - b. Monitor range condition
5. Maintain facilities/equipment
  - a. Ensure normal maintenance/repair in timely manner
  - b. Ensure all ranch work areas are kept neat and clean
6. Assist occasionally with other activities for the good of the company

*continued on next page*

### **Competencies Required**

*Listing of 3-5 competencies-knowledge, skills, attitude, behavior- needed to succeed in position*

- Expertise of cattle ranch financial management
- Excellent communication skills
- Expertise in beef cow/calf production
- Leadership

### **Qualifications**

*Qualifications required for the job*

- Education: Prefer minimum of a bachelor degree in animal science or a comparable field of study
- Licenses/Certification: Must have a valid driver's license in good standing, the ability to be an approved driver for the company and to safely operate vehicles. Must be AI and pregnancy test certified.
- Experience: Must be able to perform mathematical equations in the calculation and estimation of various position responsibilities. Must have working knowledge and prior experience of cattle and ranch management. Must be proficient in use of a personal computer and applications such as Microsoft Word and Excel. Must be able to safely operate equipment in the management of cattle and fence repair such as tractors, augers, cube buggies, forklifts. Must be physically mobile enough to climb/jump fences/corrals and evade cattle when working them.

### **Job Location and Work Conditions**

*Summary of work conditions and physical demands of the position*

Ranching operation located in South Texas. Work is performed outdoors in various locations on the ranch. Requires work done on horseback and exposure to all temperature and weather extremes (i.e. heat, rain, wind, cold, and dusty conditions), moving equipment, loud noises, wetness, dust, fumes, and requires riding/walking on hard and uneven surfaces. Required to lift, push, pull the equivalent of 50+ pounds on a regular basis. There will be some conditions that require overtime work on weekends, evenings, and holidays. Some travel (8-10 days/year) will be required to represent the ranch at industry events and conferences.

### **Additional Comments**

*List additional items as needed*

Examples may include number of employees supervised by this position or the wage range for this position.

We hope you can use this as a guide to craft a job description that you wish to advertise on our Ranch Manager Job board. Visit [krirm.tamuk.edu/ranch-manager-jobs](http://krirm.tamuk.edu/ranch-manager-jobs), click on the "Request to Post Ranch Manager Job" button and fill out the fields in the submission form. If you decide to create a job description document similar to the example provided, there is an option to upload files with your submission. We encourage you to provide any documents that support your job listing.

As a reminder, only jobs that have a managerial or supervisory responsibility will be considered for listing. Please call us at 361-593-5401 if you have any questions or need assistance submitting a job.