

**Title: Ranch Manager - Traditional Cow-Calf ranching operation along the Red River in South Central Oklahoma (Love County)**

**JOB SUMMARY**

Progressive, traditional cow-calf ranching operation seeks full time, long term employee to manage all aspects of ranching operation. Owner is a non-resident owner, but participates fully in strategic planning and decisions affecting the ranch. Ranch consists of approximately 11,000 acres of native range in the Red River bottom area. Outstanding reputation cattle have been the focus of this family owned ranch since 1961. Cattle consist of Angus over Brangus cows with all marketing and delivery being done from the ranch. Ranch also consists of land rich in wildlife and is a focus in all strategic plans. The ranch is involved in brush management to include mechanical, chemical and control burn applications and other range conservation measures. Improvement of the habitat for both cattle and wildlife is a serious focus of this ranch.

**JOB DESCRIPTION** - Overall duties will include care of livestock, daily maintenance of property, pastures, fences, equipment, and facilities. The selected ranch manager will utilize his education and experience to assist owner with development and marketing of cattle. This person will seek and utilize outside sources of information and development such as the Noble Foundation and Natural Resources Conservation Service (NRCS). Ranch has been a co-operator with the Noble Foundation for more than 40 years. This person will assist in developing the breeding season protocols. Specific duties include, but are not limited to:

- Must be willing to work with and take direction from the owner. Other entities we will be consulting with include Noble Foundation, extension agents, and NRCS on management of the operation.
- Seek to improve the pasture, habitat and facilities of the ranch.
- Process all cattle to include branding, vaccinating, tagging, doctoring, and marketing. Must be able to identify sick cattle and follow prescribed health protocols to treat those animals.
- Monitoring replacement heifer development, including hay and supplementation during winter, spring, and summer.
- Manage cattle health and well-being and implement a proper vaccination and dewormer program.
- Willing to implement low-stress handling when moving, processing, or handling cattle.

- Maintain detailed records of all cattle and related activities. Overseeing care of all hunting areas. Care, maintenance, and operation of heavy equipment used in controlling brush, mowing, and maintenance of all ranch roads.
- Communicate regularly with owner and other personnel concerning daily tasks, projects and management decisions.
- Written and computerized record keeping will be expected.
- Ability to work unsupervised and alone on most days.
- Ability to hire and manage seasonal and part-time help.

**EDUCATION** - Minimum Bachelor's degree in agricultural discipline related field - preferred.

**EXPERIENCE** - Preferred minimum of 5 years experience in working with cattle and managing cattle production, including forage production.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of cattle nutrition and reproduction in beef cattle.
- Have previous experience with ranch management.
- Experience operating heavy equipment, such as farm tractors, dozers, graders and skid steers.
- Exhibit proficiency in computer use and knowledge of computer applications or willingness to learn (Word, Excel, Powerpoint, Quicken, email, internet use, etc).
- Ability to effectively communicate (written and verbal) with owner and agricultural professionals.
- Ability to define problems, develop solutions, collect and interpret data, and to use data to make decisions.
- Ability to weld and use cutting torch preferred.
- Ability to perform light mechanical work on equipment.
- Ability to do manual work on a regular basis.
- Must maintain a current driver's license.
- Must live on property.
- Manage resources and personnel.

**SALARY AND BENEFITS** - Competitive salary and benefits (based on skills, education and experience), will include use of ranch truck for ranch work, housing and utilities, medical insurance and retirement plan. Two weeks of paid vacation after completion of first year of employment. All educational and related meeting expenses attended by employee will be covered at ranch expense.

**PRE-EMPLOYMENT/POST-OFFER REQUIREMENTS** - Criminal background check, drug screening, driving record, and credit check may be performed at the discretion and expense of the employer at time of job offer or anytime during employment.

**APPLICATION PROCESS:** Please send a cover letter, current resume, and list of at least three (3) professional references with contact information to include previous employers to: [hoff2@sbcglobal.net](mailto:hoff2@sbcglobal.net) or fax (254) 629-2052.

**CONTACT INFORMATION** - For specific questions regarding this position, please contact Bill Hoffmann at (817) 239-8966 or [hoff2@sbcglobal.net](mailto:hoff2@sbcglobal.net).

General: Job currently utilizes horses for cattle management.

Required core values for owner and employee: Be honest, willing to work, enjoyable to work with and communicate openly, accept constructive criticism, strive for excellence in every task, be passionate to daily advance of mission of the operation, work to move ideas into solutions.

**AGREED TO AS TO FORM AND CONTENT:**

APPLICANT

HOFFMANN RANCH, LP

\_\_\_\_\_  
Print Name: \_\_\_\_\_

By: \_\_\_\_\_  
W. H. Hoffmann, Jr., President