

TITLE: Operational Manager of Aquaculture Facility

QUALIFICATIONS: 1. Management experience
2. Bachelor's degree in Agriculture

REPORTS TO: Director of the Waynesville Technical Academy

SUPERVISES: Staff assigned to aquaculture facility

JOB GOAL: Management of the daily operations of the aquaculture facility. Will provide educational opportunities for area youth and adults in the field of aquaculture.

PERFORMANCE RESPONSIBILITIES:

1. Day-to-day operation of the aquaculture facility. Conduct management of the facility in a manner that will allow for research, product development, and education.
2. Grant writing.
3. Coordination of the facility with educational elements as they are implemented.
4. Actively recruit students to vocational education.
5. Assist in placement of students into the workforce.
6. Develops and implements plans for meeting the needs of the facility and staff.
7. Conducts regular maintenance and service of the facility and its equipment.
8. Conducts appropriate advisory committee meetings.
9. Attends professional meetings to stay abreast of current trends and practices in the field.
10. Maintains a work schedule in fulfillment of contract requirements.
11. Perform other duties and responsibilities as may be assigned by the Director of the Waynesville Technical Academy.

COMMUNICATION:

1. Uses appropriate grammar and content in oral and written communications.

2. Develops and uses good listening skills.
3. Communicates rules, regulations, decisions, and expectations to staff and personnel.
4. Explains the aquaculture program to the community.
5. Interprets and explains information and concerns to staff.

FACILITIES MANAGEMENT:

1. Establishes procedures for daily operations.
2. Maintains appropriate records and reports.
3. Organizes people, resources, and time for efficient operation.
4. Determines needs of staff members and assists them.
5. Determines priorities of needs in general operations and prepares accordingly.
6. Inventory of equipment and supplies is properly maintained and accounted for to all concerned.
7. Develop and prioritize long- and short-term goals for the facility in each segment: Production, Research, and Education.
8. Evaluates condition of the plant to ensure safety, cleanliness, and adequacy.
9. Utilizes all building and pond space appropriately.

TERMS OF EMPLOYMENT: Determined annually based upon grant funding.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of certificated staff.

Manager: _____

Date: _____

Supervisor: _____

Date: _____