

Luna County  
Position Description

Position Title: **Stockyard Supervisor**

Status: Salaried, FLSA Exempt. Salary Range: 36, Min \$37,024 Mid \$46,280 Posted: Tuesday, 2/2/10 - Monday, 2/8/10	Department: Stockyards Location: Luna County Stockyards Operation Supervisor: County Manager
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**Summary:** Under administrative direction of the County Manager, provides strategic leadership, management, organization, direction, and supervision of all operations and activities of the County's International Stockyards. Demonstrates strong ethical, professional, and service oriented leadership. Responsible for the training, performance management, and morale of the Stockyards staff. Exercises independent judgment and discretion; develops and administers the Stockyards budget; formulates administrative policies and develops comprehensive plans to serve the current and future needs of the County for importing cattle from Mexico following strict guidelines from the USDA and U.S. Customs.

**Essential Duties & Responsibilities:** The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Organizes, directs, supervises and coordinates all activities of the Stockyards to provide high-quality service on behalf of Luna County towards the sellers/buyers of cattle imported; ensures the safe, secure, effective and efficient provision of services including but not limited to: developing plans to meet current and evolving needs such as maintaining facility capacity, developing alternative approaches to operations and maintenance of the stockyard itself.

Responsible for the hiring, assignment, evaluation and discipline of personnel; follows County, departmental and statutory policies and procedures when dealing with personnel matters. Establishes operational standards for the Stockyards operation. Strives to continuously improve the professional capacity of the staff. Ensures compliance with applicable safety regulations and administrative policies.

Consults with the County Manager, the County Manager's staff, and department heads on problems relating to meeting the needs of the import/export business community for safe, clean, secure and modern cattle importing/exporting and care.

Serves as the technical and professional advisor to the County Manager, County Board of Commissioners, and other committees/boards on all matters relating to cattle importing/exporting matters. Develops and recommends actions on various issues related to staffing, cost management, and revenue enhancement to improve Stockyard performance. May conduct a variety of organizational studies, investigations and operational studies.

Develops and manages the departmental budget. Assesses the Stockyard's infrastructure, buildings, grounds, and equipment and develops plans for the systematic renewal, replacement, and improvement of these assets. Plans, implements, and reviews departmental short and long range goals. Leads the implementation of the quality improvement processes and customer satisfaction programs of the County in the Department.

Investigates operational failures or shortcomings, identifies problem areas, and develops alternative solutions and recommendations. Maintains documents, records, and files on key aspects of operations. Negotiates and administers contracts, applies for grants and loans on behalf of the County. Conducts various analytical studies and maintains statistical reports that provide insight on major issues facing the Stockyard operations, in conjunction with the USDA, U.S. Customs, leads the development of long- and

short-range plans for addressing those issues. Coordinates the activities and planning with other public and private agencies.

Maintains knowledge of current Federal, State and local rules and regulations through such means as attending seminars, reviewing professional publications, taking classes and participating in professional development activities.

Maintains Stockyards that are progressive, modern, and fully compliant with all applicable government standards and regulations in its approach to delivering services. Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

**Supervision:**

Works under the direction of the County Manager.

**Supervisory Responsibilities:**

Manages up to 6 full- and part-time employees.

**Minimum Qualification Standards:**

**Education, Certification and Experience:**

Associate's degree in a relevant field from an accredited college or university; at least five years of increasingly responsible professional experience in ranch/ livestock operations, including at least five years of senior-level administrative and management experience; or an equivalent combination of education and experience that demonstrates an ability to successfully discharge the responsibilities of the position.

**Language Skills:**

The skill to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. The skill to write reports, business correspondence, and procedure manuals. The skill to logically and effectively present information both orally and in writing and respond to questions from groups of managers, State or Federal regulatory officials, law-enforcement officers, the County Commission and the general public. Must be able to communicate effectively in Spanish.

**Knowledge:**

Knowledge of the principals and practices of livestock and the care thereof. Knowledge of the principals and practices of county organization, administration and personnel management and governmental budget development and administration. Knowledge of applicable Federal, State, County and municipal laws, codes, ordinances, rules and regulations pertaining to cattle care management. Knowledge of livestock import/export laws and regulations. Knowledge of office, field and stockyard safety rules, best practices and procedures and enforcement.

**Ability:**

Ability to effectively work with, advise and inform county officials, employees, legislative bodies, citizens boards, the media and the general public. Ability to maintain the discipline and respect of subordinates. Ability to motivate, direct and coordinate staff to achieve Department and County goals. Ability to plan, initiate, and implement long-term improvement programs in administration, training, and operations. Ability to interpret, explain and enforce department policies and procedures. Ability to communicate logically and clearly both orally and in writing, and follow oral and written instructions. Ability to earn and maintain respect and trust of Mexican exporters and Government Officials. Ability to develop department goals; lead process improvement and customer satisfaction initiatives. Ability to exercise independent judgment and initiative with minimal supervision. Ability to work as a team player and be willing to deliver superior customer service to both internal and external customers.

**Physical Demands:**

Must be physically able to operate a variety of equipment which includes a motor vehicle, tractor, computer, calculator, telephone, and cell-phone. Employee is frequently required to sit, speak, hear, and use hands to finger, handle, or feel objects, tools, or controls. Heavy physical effort is required to perform most work in the loading or unloading of stock trucks, moving and sorting cattle, or to assist in suppressing disturbances. Vision requirements include the ability to read routine and complex documents and use a computer. Specific vision abilities required by this job include both close and far vision, color vision, and the ability to adjust focus.

**Work Environment:**

Indoor work is performed under typical office conditions, but there will be routine exposure to extremes of weather. The noise level in the work environment is quiet in the office and can be loud in the corral and other outdoor areas; work is subject to frequent fluctuations and may be performed in stressful or physically dangerous situations.