

## JOB DESCRIPTION SEED PRODUCTION COORDINATOR

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<b>Department:</b>	Foundation Seed	<b>Reports to:</b>	Foundation Seed Manager
<b>Last Updated:</b>	January, 2017	<b>Direct Reports:</b>	None
		<b>FLSA Status</b>	Non-Exempt

### JOB SUMMARY:

Coordinate and supervise seed production at St. Paul and Rosemount sites; conduct seed conditioning; perform tasks related to Foundation seed contract production, seed sales and distribution.

### ESSENTIAL DUTIES and RESPONSIBILITIES:

- Coordinate, conduct and monitor seed production at St. Paul and Rosemount sites. Including planning, seed planting, weed control, roguing and harvesting.
- Determine appropriate harvest time and operate combine and manage harvest of seed increases.
- Perform conditioning of Foundation and contract seed production by using appropriate equipment; monitor cleaning results and adjust equipment settings as required, clean mill and harvest equipment between seed runs.
- Coordinate with the University of Minnesota staff on acres needed and field selections for seed production at St. Paul and Rosemount.
- Contact MAES personnel and coordinate fieldwork and pesticide applications for MCIA production.
- Conduct and/or direct maintenance of MCIA field and conditioning equipment.
- Manage and maintain MCIA warehouse and seed storage facilities.
- Collaborate on yearly Foundation seed production planning, grower selection, contracting, and related seed production activities.
- Provide support for foundation seed sales, including inventory management, seed testing, labeling, and seed distribution.
- Compile annual information for distribution of new seed varieties.
- Summarize seed production expenses for St. Paul and Rosemount sites for annual budgeting process.
- Assist in other seasonal and occasional Foundation seed related duties, as required.
- Supervise part-time staff or others as needed.
- Support other MCIA program areas as needed.
- Act as fleet manager for MCIA vehicles.
- Act as safety point of contact for MCIA.
- Act as MCIA building maintenance coordinator

**QUALIFICATIONS:**

**Minimum Qualifications**

- 2 year Associate or Technical Degree.
- Three years of experience in crop production or related field research work.
- Valid Driver's license.

**Preferred Qualifications**

- B.S. in agronomy or related field in agriculture.
- Five years or more work experience in seed production and/or seed conditioning.
- Class A Commercial Driver's License.

**SKILLS/PHYSICAL DEMANDS**

- Strong interpersonal, written, communication and organizational skills
- Strong computer skills and working knowledge of MS Office.
- Handle confidential information with great sensitivity, good reasoning abilities, and sound judgement.
- Self-motivated, able to work with limited supervision, multitask and prioritize work assignments on a regular basis.
- Able to operate various farm machinery and seed conditioning equipment, and perform routine maintenance.
- Able to work long days during harvest season.
- Lift up to 60 lbs.
- Occasionally work in loud and dusty conditions.
- Capable of supervising and directing others.
- Willing to travel, including overnight stay.
- Promote and ensure excellence in customer service.
- Promote good work ethics, positive attitude and team work environment.