

University of Wisconsin - Madison

Position Vacancy Listing

PVL # 81369

Working Title:

Herd Administrator

Official Title:

RESEARCH PROG MGR III(P70NL)

Degree and area of specialization:

Minimum of M.S. degree in Dairy, Animal Science, Veterinary, Nutritional Science, or similar required.

Minimum number of years and type of relevant work experience:

Three or more years of dairy and managerial experience is required; experience managing a research herd is desirable. Personnel, budget, and record management experience is required. Strong ability to serve as a team leader to facilitate research and teaching programs is also required.

Principal duties:

The dairy herd is part of the University's Integrated Dairy Facilities (IDF). The IDF includes the on-campus Dairy Cattle Center (84 milking cows), Emmons Blaine Dairy Cattle Research Center at Arlington (500 milking cows, 50 young calves and 100 dry cows), and the Marshfield Agricultural Research Station / USDA-ARS Institute for Environmentally Integrated Dairy Management (130 milking cows and 550 growing heifers).

Mission Coordination: 25%

Work with the Chair of the Herd Management and Use Committee to facilitate committee review and approval of herd use protocols. Schedule and coordinate availability of animals and facilities with the Campus and Arlington Unit Managers and faculty/staff. Ensure communication of faculty, academic staff, and students with unit managers to accomplish specific projects. Work with unit managers to establish and continuously improve communication links among barn staff and between barn staff and instructors and researchers. Serve as a member of the Herd Management and Use Committee, recommend new or improved herd management strategies, and relay issues of concern. Lead development of budget, staffing, and management plans for both Units in cooperation with the unit managers. Coordinate with Agricultural Research Stations (ARS; Arlington and West Madison) and faculty to secure, transport, and store animal feeds consistent with requirements for research and teaching projects. Cooperate with ARS at Marshfield on the management of the dairy operations at that location and coordinate animal movements between the Arlington, Campus, and Marshfield Units for herd management, research, teaching and outreach purposes through unit managers and ARS staff. Work with unit managers to employ students in herd operations in a manner consistent with enriching students' educational experience, proper management and coordination of herd activities, and judicious use of herd financial resources. Coordinate facility and animal availability for public relations events, major on-campus youth events, and campus recruiting events, and coordinate tours of appropriate groups in a manner that meets their needs, ensures their safety, and minimizes interference with herd operations. Opportunities exist for contributing to the department's teaching program in dairy herd management.

Budget: 20%

Within the constraints defined by research and instruction mission-driven use of the herd, define and supervise animal care and husbandry methods to minimize net cost of herd operations. Assist the department chair and Herd Management and Use Committee chair in establishing and maintaining communication among college administration and ARS to ensure a financial environment that promotes efficient operation of the herd. Oversee the herd budget and assist in development of new budgets. Approve spending for supplies, repairs, and replacement items properly supported by the herd budget in accord with department, college, and university financial procedures. Coordinate with herd and departmental office staff to ensure that accurate records of expenditures and current balances of all standing accounts are maintained.

Personnel Management: 25%

Supervise Campus and Arlington Unit Managers. Define and clarify for each Unit Manager how his or her job contributes to achieving herd performance goals and fits into the overall mission of the Department. Assist Unit Managers with the following: recruiting, hiring, and training of new permanent and temporary personnel consistent with university policies, herd management protocols, and good management principles, while maintaining personnel management practices that encourage efficient and orderly execution of herd operations including clear communication of information, instructions, and scheduling work load. Ensure good communication of job responsibilities to all employees, including but not limited to, maintaining up to date job descriptions and performing yearly or more frequent job performance evaluations of classified employees, informing employees of successes and failures in job performance,

correcting identified failures, documenting significant recurring failures, initiating disciplinary or dismissal actions as needed in accord with University policies, identifying areas of potential growth for staff, providing opportunities for professional development, providing ongoing constructive two-way feedback sessions, assessing the needs of individual staff members, clarifying expectations, and developing plans to meet those needs.

Compliance: 10%

Maintain facilities in compliance with guidelines and regulations of the Campus and College of Agricultural and Life Sciences Animal Care and Use Committees, Occupational Health and Safety, AAALAC, and other regulatory agencies. Develop schedules for routine facility cleaning and maintenance to comply with guidelines. Assist in coordination and execution of scheduled facility inspections. Attend Animal Care and Use Committee meetings as requested. In consultation with contract and campus attending veterinarians, develop standard operating procedures for herd health and animal care.

General Operations: 20%

Work with the Chair of the Herd Management and Use Committee, using faculty/staff input, to define herd performance measurements and goals, develop, maintain and regularly update successful animal management protocols to reach these goals, and develop and maintain state of the-art record systems to monitor animal use and performance. Communicate specific performance measures to show current status of the herd and progress toward achieving established goals to the Herd Management and Use Committee on an on-going basis. Provide advice on capital improvements and facility renovations required for the herd. Arrange for acquisition, transport, and disposal of animals to facilitate efficient herd operation. Coordinate veterinary services to maximize cow health and performance. Coordinate with ARS for feed, bedding, manure handling, moving cattle, equipment sharing, and maintenance of facilities. Institute appropriate facility security measures to control access by unauthorized visitors. Perform other duties deemed necessary and assigned by the department chair or designee.

Additional Information

Applications accepted through close of business on December 26, 2014.

A criminal background check will be conducted prior to hiring.

A period of evaluation will be required

Employee Class:

Academic Staff

Department(s): CALS/DAIRY SCIENCE

Full Time Salary Rate: **Minimum** \$65,000 ANNUAL (12 months)
Depending on Qualifications

Term: This is a renewable appointment.

Appointment percent: 100%

Anticipated begin date: JANUARY 12, 2015

Number of Positions: 1

TO ENSURE CONSIDERATION

Application must be received by: JANUARY 07, 2015

HOW TO APPLY:

Please send a cv and letter of application which should include contact information for three references to:

Cathy Rook

Department of Dairy Science

1675 Observatory Drive, room 266

Madison, WI 53706

email: rook@wisc.edu

Unless another application procedure has been specified above, please send resume and cover letter referring to Position Vacancy Listing #81369 to:

Randy Shaver Phone: 608-263-3491

1675 Observatory Dr Fax: N/A

280 Animal Science Building Email: rdshaver@facstaff.wisc.edu

Madison, WI 53706-1205

Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529, STS: 800.833.7637) and above Phone number (See [RELAY SERVICE](#) for further information.)

NOTE: Unless confidentiality is requested in writing, the names of applicants must be released upon request. Finalists cannot be guaranteed confidentiality. In the case where there are fewer than five finalists, the names of the five most qualified candidates must be released upon request.

UW-Madison is required by law to request data from applicants for employment in order to monitor its recruitment and selection

practices. In order for us to meet this federal reporting requirement, please go to <http://www.oed.wisc.edu/reports-and-forms.htm> to fill out the Voluntary Self-Identification of Disability Form and the Applicant Self-Identification Form for Protected Veterans. **Please reference the Position Vacancy Number when uploading your completed forms.** Completing these forms is voluntary and your responses will be kept confidential and is not considered as part of the hiring criteria.

**UW-Madison is an equal opportunity/affirmative action employer.
We promote excellence through diversity and encourage all qualified individuals to apply.**

Feedback, questions or accessibility issues: ohrwebmaster@ohr.wisc.edu

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