Operations Manager

JOB NO:
506299

WORK TYPE:
Staff Full-Time

LOCATION:
Collier

CATEGORIES:
Agriculture/Life Science/Vet Medicine, Executive/Director/Management

DEPARTMENT:
60910000 - AG-SWFREC-IMMOKALEE

CLASSIFICATION TITLE:
Operations Manager

JOB DESCRIPTION:

1. Functions as liaison between the faculty and support staff on issues related to prioritization and accomplishment of scientific program needs and objectives through the management, upkeep, use and enhancement of Center resources including infrastructure, equipment, supplies, land, and labor.

2. Will supervise and direct other employees towards the successful conduct and achievement of the Center's defined mission, goals and objectives.

3. Will function in an administrative support role through authority delegated by the Center Director. Essential functions of the administrative support role will include management of specific budgets, supplies, and inventories; staff employee safety training, management and evaluation; sourcing and purchasing of goods and services; coordinates site and personnel safety and security, and fiscal oversight, interpretation and implementation of Center policies. With guidance and direction of the Center Director, the incumbent represents the interests of
the Center with IFAS administrative personnel, staff, stakeholders, contractors, vendors, visitors, graduate students, and the general pu

ADVERTISED SALARY:
Salary commensurate with education and experience

MINIMUM REQUIREMENTS:
Bachelor's degree in an agriculturally-related discipline and three years of relevant administrative experience; or an equivalent combination of education and experience.

Valid Florida driver's license.

PREFERRED QUALIFICATIONS:
Master's degree in an agriculturally-related discipline with minimum of three years experience in production agriculture and/or field research activities.

General knowledge, experience and understanding of farm and physical plant operations is highly desirable.

Experience in management and supervision of staff.

SPECIAL INSTRUCTIONS TO APPLICANTS:
In order to be considered, you must upload your cover letter, resume, references (minimum of three).

Application must be submitted by 11:55 p.m. (ET) of the posting end date.

HEALTH ASSESSMENT REQUIRED:
No

ADVERTISED:
08 Feb 2018 → Eastern Standard Time

APPLICATIONS CLOSE:
22 Feb 2018 → Eastern Standard Time