



CENTRAL CALIFORNIA ALMOND GROWERS ASSOCIATION

Post Office Box 338 ♦ Kerman, California 93630-0338

Position Title: *Member Relations Coordinator Ag Communication*

Department: Production

Classification: Exempt

Approved By: Bob Donnelly

REPORTING RELATIONSHIPS

Position Reports To:
Chief Operating Officer

SUMMARY

Manages all Grower relations and works closely with management regarding member relation issues. Act as a conduit of information back to management for the efficient running of the Association.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Field Identification
Monitoring and mapping/field identification of all grower acreage in the membership.
- Data Collection and Forecasting
Charged with data collection and assists management with forecasting members acreage. Implements and tracks annual acreage survey of the Association's planted almond acres
- Agronomy
Assists growers with agronomic questions and plant health and encourage harvest season best practices. Assist Members with recommendations regarding Inshell production
- Grower Scheduling
Oversees grower delivery scheduling for both Kerman and Sanger facilities during harvest season
- Ranch Stockpile Program
Oversee and manage grower Ranch Stockpile Program and works with management to promote grower participation

OTHER DUTIES AND RESPONSIBILITIES

Supports production, distribution, and warehousing of almond product and by-products in accordance with policies and procedures established by the Association.

Assist in sampling procedures and designs and develops forms and instructions for recording, evaluating, and reporting quality and reliability data of grower product.

Assist with all by-product maintenance, quality, blends, sampling and loading instructions. Provides computerized status report describing progress and concerns related to inspection activities, nonconforming items, and/or other items related to the quality of the product. Compiles material on quality control activities.

Understanding and oversight of all computer software and hardware applications at the Kerman and Sanger facilities.

Responsibilities include assisting with Special Projects, Computer Systems – Hardware and Software, Electronic Devices, FSMA, Safety and Good Manufacturing Practices, Programs and Compliance

The usual working hours are 8 hours/5 days a week in off season and 12 hours/7 days a week during season.

Other duties as assigned by Management

COMPETENCY

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions; Uses reason even when dealing with emotional topics.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Responds well to questions.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Delegation - Matches the responsibility to the person; Sets expectations and monitors delegated activities.

Managing People - Takes responsibility for subordinates' activities; Develops subordinates' skills and encourages growth; Improves processes, products and services.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Organizational Support - Follows policies and procedures; Supports organization's goals and values.

Motivation - Demonstrates persistence and overcomes obstacles; Takes calculated risks to accomplish goals.

Planning/Organizing - Plans for additional resources; Organizes or schedules other people and their tasks.

Professionalism - Treats others with respect and consideration regardless of their status or position; Follows through on commitments.

Safety and Security - Observes safety and security procedures.

Adaptability - Adapts to changes in the work environment.
Attendance/Punctuality - Is consistently at work and on time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

Master's Degree or Bachelor of Science degree desired or working towards the equivalent degree; or three - five years related experience and/or training; or equivalent combination of education and experience.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of

- Internet software;
- Excel Spreadsheet software suite
- Word Processing software
- Ability and desire to learn the company's inhouse ALMADS software system

Certificates, Licenses, Registrations

QAC/QAL desired

Other Skills and Abilities:

None

Other Qualifications:

Excellent communication skills, both oral and written.

Flexible with good multi-tasking skills
Able to work with all levels in association

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.