



OTTERBEIN COLLEGE

Job Posting

Job Title: Barn Manager of Otterbein Equine Center

Job Class: Administrative

Department: Equine Science

Reports to: Chair, Department of Equine Science

FLSA status: Full-time/non-exempt/12-months

To Apply: Please email an Otterbein employment application, cover letter and resume including salary expectations addressing this position to hr.jobs@otterbein.edu; FAX to 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street Westerville, OH 43081.

SUMMARY: Barn Manager directly oversees barn staff, including scheduling, hiring, reviewing and training. Responsible for barn staff and horse records. Responsible for daily oversight of horses.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Budget: works closely with business manager on Equine Center budget as it relates to horse care, and facilities directly related to horses, for example fencing. Serves as an active member of the fiscal success of the Center.
2. Maintenance: works closely with Business Manager related to maintenance and development of the Equine Center directly affecting horses.
3. Directly supervises, schedules and evaluates the Equestrian Center barn staff, both full-time and temporary staff including student workers.
4. Ensures employee safety, efficiency and productivity. Develops incentive programs, building a team atmosphere. Creates and enforces clear employee guidelines, attendance and performance expectations including employee engagement and overall team evaluations.
5. Responsible for daily oversight of horses.
6. Maintains horse and barn staff records.
7. Works closely with Business Manager, Head Instructor and veterinarian on horse care and turnout.
8. Develops procedures and programs to enhance Otterbein's horses' health and welfare through leasing, rehabilitation, and preventative programs working with the Business Manager and the Head Instructor.
9. Supports the Equine Department's faculty and student engagement with innovative barn procedures and techniques.
10. Assists in recruitment of students, academic interest days, and other recruiting events
11. Establishes and maintains an 'On Call' rotation between the Barn Manager and the Senior Staff members for employee vacancies and short staffing situations. The 'On Call' duties are to be split equally among the Barn Manager and Senior Staff members – to ensure proper staffing during holiday, students breaks, and periods of position vacancies. Shares on-call/emergency response with Business Manager. The expected time of response when serving as "on call" is arriving at the Center for work within 30 minutes of receiving a call.

12. Shares the emergency horse care responses with the Business Manager. The emergency horse care response duties are to be split equally between the two positions, **and the Head Riding Instructor when necessary.**

SUPERVISORY RESPONSIBILITIES: Overseas all barn staff of the Equine Center to include: Stable Assistants, Stable Assistants – Senior Staff Members, and student workers. The Barn Manager will work closely with the Business Manager in supervision of the barn staff.

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 and/or EXPERIENCE: BA or BS required preferable related to animals; Demonstrated ability to supervise multiple employees and to work in a team environment. Minimum five years managing an equine center. High level of oral communication skills

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

LANGUAGE SKILLS: Must demonstrate excellent verbal and written English skills including grammar.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Knowledge of general office procedures. Must take pride in and be thorough in quality of work produced; must be able to use general office equipment including office PC, copier, telephone, facsimile machine, etc.

REASONING ABILITY: Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must possess excellent customer service skills. Must possess strong organizational skills. Ability to exercise initiative and independent judgment in unusual or new situations. Must be able to work independently and must retain confidential information.

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 frequently required to talk or hear, sit, reach and use repetitive motions of hands and wrists. The employee is occasionally required to stand, walk, stoop or bend. The employee must occasionally lift and/or carry up to 50 pounds and occasionally push and/or pull up to 100 pounds. This position requires close vision. Must be able to meet regular and predictable attendance standards.

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.

This position is at an Equine Facility. Employees must work in all temperatures and weather conditions which may include extreme temperatures. The environment is very dusty. Going off premises for breaks is difficult due to the time and distance constraints. A heated break room and lavatory are provided.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission.

Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald
Director of Human Resources
[614.823.1130](tel:614.823.1130)
sfitzgerald@otterbein.edu