



<b>Northern Partners Cooperative Position Description</b>			
<b>Position Title:</b>	Agronomy Account Manager		
<b>Position Grade Level:</b>		<b>FLSA:</b>	Exempt
<b>Division/Department:</b>	Agronomy		
<b>Location:</b>			
<b>Reports To (Title Only):</b>	Agronomy Sales and Marketing Director		
<b>Date of Original Position Description:</b>	07/2016		
<b>Date of Revision:</b>	12/28/2016		
<b>Is this Position (Check One):</b> <i>Double-click gray check box &amp; select "checked" as the default value in the dialog box for the one you choose</i>			
<input type="checkbox"/> New Position			
<input checked="" type="checkbox"/> Updated Position			
<b>A. Position Summary:</b> Describes the nature and level of work.			
The Agronomy Account Manager maintains positive relationships with growers that result in sales of fertilizers, chemicals, and seeds that enhance our member's business. Conducts on farm sales calls that analyze needs which enable the grower to utilize Northern Partners Cooperative services and products that enhance their profitability and satisfaction.			
<b>B. Essential Functions:</b> These are the duties that are essential to why the Position exists. Each duty must take at least 10% of an incumbent's time to be considered essential. Duties that take less than 10% of time should be included in Section C (Other Duties).			
<ol style="list-style-type: none"> <li>1. <b>Sales Expertise:</b> Communicates with producer to better understand their need in order to recommend the fertilizers, chemicals, and seed that will result in the greatest yield and profitability. Writes up orders for product, verify price to maintain margins, and submit orders for processing. Collaborate with Location Manager to arrange for product delivery or application. Grows the current market share and assisting in developing competitive marketing strategies. Establishes sales goals and developing a marketing plan, end results pertaining to increasing sales of seed. (35%)</li> <li>2. <b>Prevention:</b> Scouts fields to monitor crop progress to assist in developing plans for pest infestations or other crop problems. Communicates with producers on crop development and makes recommendations for other applications to improve crop production. (25%)</li> <li>3. <b>Communication:</b> Communicates with Location Manager regarding the timing of materials. Communicates with Agronomy Operations regarding field characteristics, product placement, and other application concerns. Follow-ups with producers after application and resolve any application problems. Communicates with Office Administrator to ensure accurate records</li> </ol>			

<p>and billing in a timely manner. (15%)</p> <p>4. <b>Analysis:</b> Analyzes soil through sampling and observation, testing, when needed and communicating results to the producer. Communicates soil needs on the level the producer will understand. Collaborates with Director of Agronomy to maintain inventory at levels that assure service with a minimum of delivery delays, yet maintain efficient levels. (10%)</p> <p>5. <b>Customer Service &amp; Safety:</b> Maintain a positive culture for both staff and patrons. Greet customers in a friendly and courteous manner, thank them for their business. Lose no customers due to careless performance or services provided. Ensure customers are informed on safe product handling. Keep current on all safety practices and procedures. If conditions arise, make Safety Director aware. (10%)</p>
<p>C. <b>Other Duties:</b> If applicable, list those duties that take at least 5% but less than 10% of the incumbent's time, and include % of time as above.</p>
<ul style="list-style-type: none"> <li>• Other duties as assigned. (5%)</li> </ul>
<p>D. <b>Supervisory Responsibility:</b> For Positions with supervisory responsibility, an Organizational Chart, with incumbent TITLES indicating direct and indirect supervision may be used in lieu of listing employee Position titles below.</p>
<p>Does this Position have supervisory responsibility? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>
<p>E. <b>Supervision Required:</b></p>
<p><input type="checkbox"/> <b>Direct Supervision</b> – work is closely reviewed and procedures are established, work is of a routine nature.</p>
<p><input checked="" type="checkbox"/> <b>General Supervision</b> – work is assigned with intermittent review necessitating the use of independent judgment in choosing work methods and performing Position duties without close review.</p>
<p><input type="checkbox"/> <b>Minimal Supervision</b> – work is often established by the incumbent and procedures are prioritized by individual in order to accomplish complex goals and tasks. There is relatively little routine work and decision-making is required.</p>
<p><input type="checkbox"/> <b>Self-Directed</b> – very complex duties require complex problem solving and high level authority delegated with review on a quarterly or annual basis determined by organizational goals and strategies driven by the mission. Duties are almost totally non-recurring.</p>
<p>F. <b>Education:</b> List the <u>minimum level</u> of education required to perform the work at the entry level of the Position.</p>
<ul style="list-style-type: none"> <li>• Bachelor's Degree in Agronomy, Soil Science, or Ag Business is required</li> <li>• May consider someone with at least 5 years of experience as a substitute for degree</li> <li>• Valid Driver's License is required</li> </ul>

<p>G. <b>Experience:</b> List the minimum amount of experience required to perform the work at the entry level of the Position.</p>
<ul style="list-style-type: none"> <li>• Minimum 2 years' experience in plant production, crop scouting or other areas of Agronomy obtained through internships, work experience, or family farms</li> <li>• Experience with Integrated Pest Management techniques (IPM)</li> </ul>
<p>H. <b>Knowledge:</b> Describe the things that the employee must know (knowledge) to be able to perform the essential functions.</p>
<ul style="list-style-type: none"> <li>• Knowledge of farming practices.</li> <li>• Knowledge of technical skills and abilities necessary to perform required job to establish standards.</li> <li>• Remains current on industry developments and trends in area of expertise.</li> </ul>
<p>I. <b>Skills:</b> Describe the things that the employee must be able to do (skills).</p>
<ul style="list-style-type: none"> <li>• Approachable; puts others at ease, give full attention, shows interest, responds appropriately. Builds relationships both internally and externally through professional and highly developed verbal and written communications.</li> <li>• Results Oriented: embraces goals and goal setting as a means to a successful career in sales. Self-directed; action oriented; likes a challenge; pursues opportunities; consistently high achieving.</li> <li>• Negotiating/Closing: Identifies objectives and aims for the best solution. Balances own needs with desire to maintain relationships. Moves others to decision; ask for action.</li> <li>• Ethics and Integrity: Possesses a strong set of core values and beliefs. Identifies and confronts unethical situations. Honest and above reproach. Accepts responsibility for own actions.</li> <li>• Perseverance/Resilience: Demonstrates persistence; doesn't give up. Recovers quickly from setbacks. Keeps a positive attitude in the face of resistance.</li> </ul>
<p>J. <b>Reasoning Ability:</b> Describe the things that the employee must analyze (reason or interpret) as a part of their daily work.</p>
<ul style="list-style-type: none"> <li>• Ability to function independently where appropriate but to recognize when issues escalate and need to be referred to other resources.</li> <li>• Ability to assess a situation and determine the best course of action (sound, good judgment).</li> </ul>
<p>K. <b>Physical Demands:</b> Describe the things that the employee must be able to physically manage in performing their Position. Select one from the below list and add any additional information.</p>

<input type="checkbox"/> Physically comfortable (office) <input type="checkbox"/> Light effort (stooping/bending) <input checked="" type="checkbox"/> Moderate – walking/standing for long periods <input type="checkbox"/> Considerable physical exertion <input type="checkbox"/> Strenuous – lifting of 75 # or more
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Approvals	
<b>Employee:</b>	
<b>Signature:</b>	<b>Date:</b>
<b>Manager Approver:</b>	<b>Title:</b> Agronomy Sales & Marketing Director
<b>Signature:</b>	<b>Date:</b>
<b>HR Approver:</b>	<b>Title:</b> Human Resources
<b>Signature:</b>	<b>Date:</b>