

Oklahoma Farm Bureau & Affiliated Companies Job Description

Job Title: Southwest Field Representative		Department: Field Services	
Accountable to: Executive Director		Issued: 12/2017	Revised: 12/19/25
Grade Level: 10	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Seasonal	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Position Details: <input checked="" type="checkbox"/> Individual Contributor <input type="checkbox"/> Supervisor/Manager (direct reports)

Primary Purpose: Act as liaison between Oklahoma Farm Bureau and assigned county Farm Bureaus. Coordinate and distribute information and promote activities among all segments of the organization to meet Oklahoma Farm Bureau goals.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Attend monthly county board meetings and annual county meetings. Critique and advise Board of Directors on improvements for annual meetings.
2. Serve as coordinator between state and county offices for all Farm Bureau programs and activities.
3. Motivate/assist/train county voluntary leadership with the appointment and activation of county membership committees and program planning committees.
4. Assist with training and development of plans and procedures for membership campaigns. Monitor and maintain continuous contact during the campaign, and continually assist in educating proper performance of duties and responsibilities.
5. Assist and train county Farm Bureau leaders (Officers and county Board of Directors) regarding their duties and responsibilities, and encourage the leaders to be active in county, state and national Farm Bureau affairs.
6. Schedule and conduct district-wide and assist and provide guidance for county-level informational meetings relating to policy development, current policies and Farm Bureau programs. Organize county support for campaigns on statewide and national issues.
7. Provide regular progress reports, updates and educational information to county boards regarding member service programs.
8. As a registered lobbyist, maintain contact with county leaders and OKFB public policy department and encourage grassroots advocacy efforts.
9. Encourage counties to provide opportunities for school age youth to grow and develop through participation in various agricultural related youth clubs/organizations.
10. Assist county leadership in the activation of the county Young Farmers & Ranchers (YF&R) program and connecting potential members with the YFR coordinator. Motivating and training YF&R to become leaders within Farm Bureau and YF&R awards program.
11. Work with county leadership to plan promotional activities for the county Farm Bureau. Supply promotional materials to the counties.
12. Assist the county with starting and strengthening the Women's Leadership committee and Young Farmers and Ranchers committee.
13. Work with the counties to develop a positive public image. Assist counties with training, motivating and promoting agriculture within the county.
14. Provide assistance, training and direction to county office administrator/ county secretaries regarding Farm Bureau programs, activities, county records, membership.
15. Other duties as assigned by Management.

Competencies

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

1. Problem Solving - Develops alternative solutions; Works well in group problem solving situations.
2. Project Management - Develops project plans; Coordinates projects; Communicates changes and progress.
3. Member Service - Responds promptly to member needs; Responds to requests for service and assistance.
4. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
5. Oral Communication - Speaks clearly in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
6. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
7. Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
8. Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.
9. Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
10. Ethics - Treats people with respect; Works with integrity and ethically; upholds organizational values.
11. Organizational Support - Follows policies and procedures; Supports organization's goals and values.
12. Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.
13. Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions.
14. Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.
15. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
16. Professionalism - Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position.
17. Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
18. Attendance/Punctuality - Is consistently at work locations and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
19. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals.

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.

Worker is expected to stay current on all Farm Bureau programs and policies, work various hours and 60% - 70% travel is required. Company Vehicle provided.

Conduct self in a professional manner including dressing professionally and keeping company vehicle & equipment in good condition.

Education and/or Experience

A minimum of a Bachelor's degree required from four-year College or University preferably in an agriculture-related field or with agriculture related experience.

- **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 members or employees of organization, and others as required.
- **Mathematical Skills**
 - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **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 computers and computer systems.
- **Certificates, Licenses, Registrations**
 - Valid driver's license is required.
 - Satisfactory driving record is a condition of employment.
- **Other Skills and Abilities**
 - Ability to work independently with little or no supervision. Excellent oral and written communications skills including well developed presentation skills. Superior member and public relations skills are required.

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 stand; walk and talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is frequently required to drive.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This is not a remote position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The worker is regularly in a typical office environment in the many locations the employee serves and may occasionally be subject to adverse environmental conditions. The noise level in the work environment is usually moderate.