

Oklahoma Farm Bureau & Affiliated Companies Job Description

Job Title: Field Representative		Department: Field Services	
Accountable to: Executive Director		Issued: 12/2017	Revised:
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 County Farm Bureau Board meetings to develop and maintain a direct line of communication.
2. Assist County Farm Bureaus in planning and achieving membership goals by coordinating and promoting membership programs, meetings, etc. and presenting membership updates to the County Farm Bureau. Promote active policy development programs in each County Farm Bureau and assist counties in policy resolutions. Support county involvement in government relations and policy execution at the local, state, and national level.
3. Assist County Farm Bureaus in developing programs and strategies to promote Farm Bureau public image.
4. Assist in the participation of the County Farm Bureaus' Young Farmers and Ranchers Committees.
5. Assist County Women's Leadership Team and encourage participation in various activities.
6. Assist Counties in implementing safety programs, theft prevention activities, and other special programs.
7. Assist Counties with Farm Bureau programs and policies as summarized in official documents and policy books.
8. Conduct various training sessions with county presidents, boards, committees, and office secretaries.
9. Attend meetings as assigned by the Executive Director; Report problems involving counties to the Executive Director.
10. Develop weekly schedule and itinerary for your territory visits and other assigned meetings.

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.