**Manager, Cavalry Site Standard Job Description**

**Classification Title:** Manager, Cavalry Site

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Manager, Cavalry Site, under general direction, provides site and livestock management, and oversees equestrian training of cadets.

**Essential Duties and Responsibilities:**

**40% Supervision and Training of Cadets**

* Supervise and train cadets at multiple event locations.
* Provide training for cavalry horses involved in therapeutic riding programs.

**20% Livestock Management and Coordination**

* Coordinate livestock acquisitions and management.
* Train livestock to ensure proper handling and care.

**10% Facilities and Equipment Oversight**

* Supervise on-site contractors as necessary.
* Oversee facilities maintenance needs and ensure safety standards.
* Supervise tack maintenance to ensure proper functionality.

**10% Budget and Inventory Management**

* Oversee budget management to align with organizational goals.
* Inventory facilities, equipment, and stored blank cannon ammunition.
* Negotiate with vendors for livestock and supplies.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* Five years of professional managerial and supervisory experience in the livestock & agricultural industry.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Proficiency in livestock evaluation and training.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Work beyond normal office hours and/ or work on weekends.
* Travel required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**