

Job title	<i>Agronomy Manager</i>	Job Classification	<i>Salary Exempt</i>
Reports to	<i>Chief Executive Officer</i>	Salary Range	
Direct Reports	<i>Customer Services Specialists, Agronomy Sales Specialists, Agronomy Assistant</i>	EEOC Classification	<i>Executive/Senior Level Officials and Managers</i>

About Pro Cooperative

Our Mission: Building lasting partnerships by being PROactive, PROgressive and PROfessional.

Our Vision: To provide premier services to every customer through personalized relationships, whole farm solutions, and advanced technical knowledge.

Our Core Values:

- *Trust* - working to earn TRUST every day, operating with reliability and integrity.
- *Service* – SERVING others with understanding, respect and care.
- *Fun* – having FUN building a Positive Team and Family Spirit while removing barriers and letting people do what they do best.
- *Safety* - Ensuring the SAFETY of our people; doing what’s best to create the safest environment now and for the future.

Job purpose

The Agronomy Manager is responsible for covering all aspects of the agronomy division: purchasing inputs, setting sales prices, coordinating the storage, distribution and application of fertilizer, chemicals and seed, and the overall profitability of the agronomy division. This position is also responsible for the hiring, mentoring, training and providing direction to the agronomy sales staff.

The Agronomy Manager will direct, promote, and coordinate the department in a manner that will optimize Pro Cooperative’s market share and profits, improve Pro Cooperative’s efficiency, help achieve Pro Cooperative’s mission and goals, and result in outstanding customer service.

Duties and responsibilities

These are the basic duties and responsibilities of the position and must be performed competently.

- Develop annual sales, marketing, and communication plans for developing business and goal achievement in support of Pro Cooperative’s strategy and objectives.
- Create a culture of success and ongoing business and goal achievement.
- Recommend sales strategies for improvement based on market research and competitor analyses.
- Define and oversee sale staff compensation and incentive programs that motivate the sales teams to achieve their sales targets.
- Define sales processes that drive desired sales outcomes and identify improvement where and when required.
- Provide accurate and detailed sales forecasting and prepare sales budgets.
- Manage key customer relationships and participate in closing strategic opportunities.
- Leads the agronomy team by example to achieve group goals and objectives set for revenue, profitability and operating efficiency through training, mentoring, accountability and motivation.
- Provide annual business plans, operating budgets and financial projections; provide capital asset needs analysis, financial projections, project design and project oversight while maintaining the efficiency necessary to achieve a maximum margin of profit.
- Establish and implement a program for agronomy operations to include housekeeping, safety and equipment maintenance to avoid breakdowns and limit safety hazards.
- Manage the agronomy department according to department objectives to provide patrons with prompt, courteous and effective service.

- Educate both employees and patrons in the operations of the cooperative and Pro Cooperative business objectives to enhance employee effectiveness and improve member relations.
- Establish and implement short-term goals that are consistent with long range plans for growth in operations, including facility, equipment, and personnel.
- Utilize personnel and equipment within the footprint of Pro Cooperative to provide excellent customer service and satisfaction.
- Establish product and service pricing consistently with competitive conditions, operating costs, and profit and cash flow objectives.
- Oversee market and input supply risk management utilizing strategies that limit undue risk to Pro Cooperative and customers.
- Oversee logistics management, inventory and supply chain.
- Develop a strong business relationship with key customers and ensure team members provide outstanding, positive customer service.
- Ensure consistent compliance with regulatory and quality assurance requirements.
- Serve as a member of the Senior Leadership Team and other committees as assigned by Chief Executive Officer.
- Understand and maintain the professional image of Pro Cooperative.
- Establish cohesive working relations with other Pro Cooperative employees, its patrons and vendors to establish a positive work environment.
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position, as assigned and approved by direct supervisor.
- Inform the Chief Executive Officer of all relevant departmental issues in a timely manner.
- Perform all other duties as assigned by direct supervisor.
- Comply with all federal, state, and local regulations and Pro Cooperative’s policies, including Pro Cooperative’s safety policies.

Minimum experience and qualifications

- Bachelor's degree (B. S.) from four-year college or university plus 7+ years of agriculture retail experience, and 2+ years of supervisory experience.
- Minimum of five years of proven experience in a supervisory role preferred.
- Valid Driver’s License. Possess a driving record that meets or exceeds Pro Cooperative driving guidelines.
- Key competencies include budget, communication, decision making, leadership and teamwork.
- Must have a manager focus on all interactions and exhibit strong critical thinking/ problem solving skills.
- Available to work extended hours when needed.

Physical demands required for this job

ACTIVITY	FREQUENCY	ACTIVITY	FREQUENCY
Bending/Stooping	Occasionally (1%-33%)	Sitting	Constantly (67%-100%)
Climbing-stairs, ladders, slope	Occasionally (1%-33%)	Standing	Occasionally (1%-33%)
Crawling	Occasionally (1%-33%)	Twisting	Occasionally (1%-33%)
Grasping/Handling	Constantly (67%-100%)	Walking	Frequently (34%-66%)
Kneeling	Occasionally (1%-33%)	Balancing	Occasionally (1%-33%)
Neck Flexion/Extension	Frequently (34%-66%)	Squatting	Occasionally (1%-33%)
Reaching Forward	Frequently (34%-66%)	Change of Position	Frequently (34%-66%)
Reaching Overhead	Occasionally (1%-33%)	In/Out of Machine	Occasionally (1%-33%)

Physical effort typically applied while performing this job.

LIFT/CARRYING	FREQUENCY	PUSHING/PULLING	FREQUENCY
1 – 10 lbs.	Frequently (34%-66%)	1 – 10 lbs.	Occasionally (1%-33%)
11 – 20 lbs.	Occasionally (1%-33%)	11 – 20 lbs.	Occasionally (1%-33%)
21 – 50 lbs.	Occasionally (1%-33%)	21 – 50 lbs.	Occasionally (1%-33%)
51 – 100 lbs.	Occasionally (1%-33%)	51 – 100 lbs.	Occasionally (1%-33%)
100+ lbs.	Occasionally (1%-33%)	100+ lbs.	Occasionally (1%-33%)

Working conditions typically encountered o this job.

CONDITION	FREQUENCY	CONDITION	FREQUENCY
Dust	Occasionally (1%-33%)	Chemical Agents	Frequently (34%-66%)
Excessive Heat	Occasionally (1%-33%)	Fumes, Odors	Occasionally (1%-33%)
Excessive Cold	Occasionally (1%-33%)	Solvents, Petroleum Products	Occasionally (1%-33%)
Noise	Occasionally (1%-33%)	Others Specify:	N/A
Vibration	Occasionally (1%-33%)	Others Specify:	N/A

Job specific conditions/demands typically encountered on this job

CONDITIONS/DEMANDS	FREQUENCY	CONDITIONS/DEMANDS	FREQUENCY
Driving – Vehicle/Equipment	Frequently (34%-66%)	Power Tools/Equipment	Occasionally (1%-33%)
Indoors	Constantly (67%-100%)	Hearing	Frequently (34%-66%)
Outdoors	Occasionally (1%-33%)	Talking	Frequently (34%-66%)

Approved by:	<i>Chief Executive Officer</i>
Date reviewed:	05/18/2026

The Employee signature below constitutes their understanding of the requirements and essential functions of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time and doesn’t constitute a contract of employment. Pro Cooperative may exercise its employment-at-will rights at any time.

Employee (Print Name & Sign): _____ Date: _____