



JOB NUMBER: ENV-12-001
JOB TITLE: Agriculture Specialist
Supervisor: Greenhouse Superintendent
Status: Non-Exempt
Salary: Grade 5

POSITION SUMMARY

The Agriculture Specialist's primary function is to assist the Greenhouse Superintendent and Tribal Agricultural Program by promoting sustainable agricultural technologies, promoting a healthy community, supporting food sovereignty and protecting natural resources. Interrelated functions of the position include assisting with the coordination/administration of various environmental and cultural programs. The Agriculture Specialist works under the general supervision of the Greenhouse Superintendent and shall follow all departmental policies, procedures and provisions.

ESSENTIAL FUNCTIONS

Develop and implement a Tribal Agricultural Program, including:

1. Work with the Greenhouse supervisor with the following Tasks
2. Assisting and Performing inventories, assessments, and rankings of Tribal properties suitable for crops, produce, orchards, culturally significant plants and livestock.
3. Develop a participation plan to seek and monitor input from Tribal Members regarding garden and orchard needs, crop distribution, volunteers, etc.
4. Develop a Tribal sustainable agriculture plan that promotes efficient and goal-oriented organic gardening.
5. Draft policy for use and distribution of crops and produce.

Preparation and maintenance of garden beds and orchard sites including:

1. Assist with plant varieties.
2. Manage seed stock and plants.
3. Assist with Germination of seed stock in greenhouse.
4. Prepare garden beds and orchard site.
5. Plant seed and plants.
6. Cultivate gardens and orchards.
7. Control weeds and pest as directed.
8. Harvest agricultural products and prepare them for distribution or market.



Community Agriculture Liaison functions includes

1. Provide community with information and technical assistance on environmentally sound practices for agronomic and horticultural crops and livestock production. This information may be provided via phone, postal mail, email, or in-person hands-on training.
2. Liaison with farm and agriculture organizations and groups that assist farmers, particularly limited-resource farmers.
3. Collaborate with other staff as a member of one or more technical teams in developing educational opportunities and projects.
4. Provide technical updates on program to staff, other Tribal departments, committees and interested stakeholders.
5. Demonstrated ability to administer all project general/technical data, and to communicate effectively to all parties involved.
6. Basic knowledge of Tribal, federal and other relevant environmental regulations/codes.
7. Pursue relevant training opportunities.
8. Other duties as assigned by the Environmental Department Director.

MINIMUM REQUIREMENTS

An applicant's education, training and experience must be sufficient to demonstrate that the applicant possesses the ability to successfully perform each of the essential functions. The requirements listed below are generally representative of the education, experience, and skills and/or ability required to enable one to successfully perform the essential functions associated with his position:

1. The Applicant should have a good sound knowledge and job experience in areas such as community farm management, Hydroponics, Organic Practices, GAP, pesticide application, environmental monitoring,
2. 2 years related experience would be preferred.
3. Possess a broad understanding of organic agriculture, including familiarity with related technologies and scientific disciplines.
4. Willing to become certified Pesticide Applicator.
5. A high degree of motivation.
6. Experience in operating farm machinery.
7. Excellent communication skills, both verbal and written.
8. A willingness to initiate contacts with new people.
9. Excellent communication skills, both written and verbal.
10. Ability to work well independently and with community members and other staff in a team-oriented environment.
11. Ability to work in and access physically challenging locations, including those in inclement weather.
12. Understanding of and ability to articulate issues related to the tribal organic agriculture mission.
13. Valid driver's license with good driving record.
14. Must possess basic administrative, organizational, and communication skills, both verbal and written.
15. Good computer skills, including word-processing and spreadsheets, and knowledge of other office equipment.



16. Must be able to travel; Indian sovereignty support and Indian preference initiatives important to this position.

PREFERRED QUALIFICATIONS

The ideal candidate will have experience in working with a variety of farm programs in a variety of cultural groups. The position requires familiarity with Tribal agriculture goals. Experience in outreach and working with limited-resource farmers would be beneficial. Other desirable experience and skills include experience in commercial horticulture or agronomic production; familiarity and interest with integrated farming systems, concepts of sustainability and environmentally sound practices.

OTHER QUALIFICATIONS

Language Skills

Ability to read and interpret documents such as safety rules, MSDS sheets, operating and maintenance instructions, and procedure manuals. Ability to read and write advanced technical reports. Ability to publically speak and provide public presentations.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

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 advanced knowledge of software, including spreadsheet software, word-processing software and internet navigation.

PHYSICAL REQUIREMENTS

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 walk, stoop, push, pull, carry, sit, talk, and hear. The employee is frequently required to walk and use arms and hands to finger, handle, carry, push, pull or feel and taste and smell. The employee is frequently required to stand, walk and reach with hands, arms, and climbs or balance; stoop, kneel, crouch or crawl. The employee must



regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to outside weather conditions and light machinery. The employee is occasionally exposed to moving mechanical parts and occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate but can be moderately high.

SECURITY SENSITIVE

This position does not normally contain information that is security sensitive.

COMPETENCIES

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

Analytical – Collects and researches data; Uses intuition and experience to complement data; Designs work procedures and schedules. (with Greenhouse superintendents training)

Design – Generates creative solutions; Uses feedback to modify designs; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving situations; Uses reason even when dealing with emotional topics.

Interpersonal Skills - Focuses on developing community based programs; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive community spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.



Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Supports affirmative action and respects diversity.

Motivation - Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Organizes or schedules effectively; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

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.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Native American Preference

"Indian preference will be applied in accordance with the NHBP Indian Preference in Employment Code." Indian sovereignty support and Indian preference initiatives are mandatory.

Equal Opportunity Employer (EOE)

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