

POSITION DESCRIPTION

Agricultural Specialist

Nottawaseppi Huron Band of the Potawatomi



A Federally Recognized Tribal Government

The NHBP is a federally recognized Indian Tribe. Our role as an Indian employer (and the role of each employee working for the NHBP) is to provide preference criteria which creates employment opportunities and paths for promotions and learning to increase management opportunities for qualified applicants and/or qualified employees who are Tribal members, parents or spouses of Tribal members, and other Native American Indians of Federally recognized Tribes. All employees are required to support this role by participating in job duties that identify knowledge and define skill gaps, assist with training/development programs, and contribute to tribal activities that encourage career advancement for Indians.

POSITION SUMMARY

The Agriculture Specialist's primary function is to lead the Agricultural Service 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 Environmental Director and shall follow all departmental policies, procedures and provisions.

ESSENTIAL FUNCTIONS

The Nottawaseppi Huron Band of the Potawatomi reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the government.

Develop and implement the Tribal Agricultural Services Program (TASP), including:

- Performing inventories, assessments and rankings of Tribal properties suitable for crops, produce, orchards, culturally significant plants and livestock.
- Develop a participation plan to seek and monitor input from Tribal Members regarding garden and orchard needs, crop distribution, volunteers, etc.
- Develop a Tribal sustainable agriculture plan that promotes efficient and goal-oriented organic gardening.
- Draft policy for use and distribution of crops and produce.
- Develop a business plan that promotes monetary efficiency in the TASP.

Preparation and maintenance of garden beds and orchard sites including:

- Select plant varieties.
- Obtain seed stock and plants.
- Germinate seed stock in greenhouse.
- Prepare garden beds and orchard site.
- Plant seed and plants.
- Cultivate gardens and orchards.
- Control weeds and pests.

- Harvest agricultural products and prepare them for distribution or market.

Community Agriculture Liaison functions includes:

- 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.
- Liaison with farm and agriculture organizations and groups that assist farmers, particularly limited-resource farmers.
- Research, write and edit articles on sustainable agriculture topics to assist the Tribe.
- Collaborate with staff as a member of one or more technical teams in developing educational opportunities and projects.
- Provide technical updates on program to staff, other Tribal departments, committees and interested stakeholders.
- Administer general and technical data of the project and communicate effectively to all parties involved.
- Pursue relevant training opportunities.
- Perform other duties as assigned by the Environmental Department Director.

MINIMUM REQUIREMENTS

Required Qualifications: An individual must be able to demonstrate the ability to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- A Bachelor's or higher degree with a major field of study in biological sciences (including botany, agronomy, entomology and plant pathology), agriculture, natural resource management, chemistry or a closely related field. A combination of experience and education including twenty-four semester hours in the disciplines listed above and job experience in areas such as pest control, pesticide application, environmental monitoring, or disease control, insect detection/eradication or pest control.
- 2 years related experience.
- Ability to understand, gain knowledge and appreciate the differences with the Native American culture and customs.
- Must maintain a valid driver's license with good driving record; GSA certifiable.
- Must be able to travel.
- Must be able to successfully pass a background check and drug screening.
- Ability to become CPR/First Aid certified within first 2 months of employment.
- Must possess excellent administrative, organizational, and communication skills, both verbal and written.
- Good computer skills including word processing and spreadsheets and knowledge of other office equipment.
- Experience in grant writing and administration.
- Ability to work well independently and with community members and other staff in a team-oriented environment.
- A willingness to initiate contacts with new people.
- A high degree of motivation.
- Ability to comprehend and abide by Tribal, federal and other relevant environmental regulations/codes.

- Ability to work in and access physically challenging locations, including those in inclement weather.
- Understanding of and ability to articulate issues related to the tribal organic agriculture mission.
- Possess a broad understanding of organic agriculture, including familiarity with related technologies and scientific disciplines.
- Ability to become a certifiable Pesticide Applicator.
- Experience in operating farm machinery.

PREFERRED REQUIREMENTS

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; experience in grant writing and proposal development; experience with market gardeners or farmers markets; familiarity and interest with integrated farming systems, concepts of sustainability and environmentally sound practices; and experience in marketing, project development and leadership.

- Masters of Science degree in Environmental Studies, Geology or Biology.
- Prior participation in Brownfields Program development.
- GIS experience.

SECURITY SENSITIVE

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

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.

OTHER 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.

Education and/or Experience

Bachelor's degree (B.A.); see Minimum and Preferred qualifications for more detail.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of internet software; spreadsheet software and word processing software.

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.

Incumbent must be able to work a significant amount of time out of doors in varying conditions in all seasons. Incumbent must be able to work flexible hours as needed.

The Agriculture Specialist must be able to work safely with machines, tools, equipment and technical instruments in the field and in community buildings, interacting with fellow employees, Tribal Members and contractors, following verbal and written instructions.

Incumbent must be aware of personnel protection and health and safety measures since they will be exposed to various pollutants and contaminants, dust, oil, pollen, odors and noise.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and machinery. The employee is frequently exposed to machinery, instruments, moving mechanical parts and is occasionally exposed to fumes or airborne particles.

Requires mobility, frequent walking, standing, sitting stationary and the employee must occasionally lift and/or move up to 75 pounds. The employee is frequently required to talk or hear; regularly required to use hands to finger, handle or feel and reach with hands and arms. Specific vision abilities required by this job include close vision and long distance vision; ability to see colors.

The noise level in the work environment is usually moderate but can be moderately high.

Agriculture Specialist must be willing and available to work overtime and rotating shifts, sometimes under arduous conditions; they may also be rotated between assignments and duty locations. They are subject to random drug testing.

COMPETENCIES

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

Problem Solving - Identifies and resolves problems in a timely manner; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

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.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; 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 team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Business Acumen - Understands business implications of decisions; aligns work with strategic goals.

Cost Consciousness - Works within approved budget.

Ethics - Treats people with respect; upholds the NHBP's values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports the NHBP's goals and values.