

JOB OPENING ANNOUNCEMENT

Job Title: Agricultural Resource Manager

Report To: Tribal Chairperson

Department: Agriculture

Job Vacancy: YAN-23-074

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: 8/28/2023

Closing Date: 9/8/2023

POSITION DESCRIPTION:

Plans, directs, coordinates the management of operations for the farm and ranch, and/or other agricultural establishments, and collects all fees associated with the sales of livestock, grain, alfalfa (hay) and crops.

QUALIFICATIONS:

- The most common path to becoming a farm manager is growing up and working on one's family farm, according to the B.L.S. Because modern farming requires knowledge in complex scientific, financial, and business decisions, post-secondary education is vital. A farm manager may receive an associate degree or bachelor's degree in farm and ranch management; or,
- Two to five years' work experience in farm and ranch management.
- Knowledge of the Yavapai Apache Tribal Members and their culture
- Knowledge of the lands that have been irrigated and availability of irrigation water
- Knowledge of agricultural lands to be irrigated, water distribution systems, and availability of irrigation water for the Yavapai Apache Nation Community and related issues.
- Ability to supervise effectively
- Ability to express ideas clearly, orally and in writing
- Ability to analyze and evaluate engineering proposals and to devise technically sound solutions to engineering problems
- Ability to establish sound management controls
- Ability to read blueprints and engineering drawings accurately
- Ability to maintain effective working relationships with Tribal Government and people of various economic, educational and cultural backgrounds
- Physical condition adequate to meet the physical and emotional demands of assign duties.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Supervise the activities of the Farm and Ranch; maintain communication, take inventory of livestock's on a quarterly basis, sales of livestock, purchasing of livestock, ensure livestock are fed and housed, vaccinated, treated, and branded, and to ensure compliance with the allotted land by the National Forest Agreement.
- Supervise the crop and livestock planning and marketing of crops.
- Supervise the activities of farming; planting, cultivating, irrigating, and harvesting of crops, grain, and alfalfa (hay), and farm equipment maintenance.
- Hiring the right farm laborers.
- May work long hours during planting and harvesting seasons
- Inspect farm and ranch structures; such as buildings, fences, or roads, order repair or maintenance activities as needed, including irrigating systems, electricity networks, fire breaks and waste management facilities.
- Schedule farm labors to repair fences, buildings, roads, and farm machinery during off planting seasons.
- Works closely with the Farm Supervisor in assuring timely completion of work schedules, and quality of workmanship for planting and harvesting on the farm, deciding which crops to plant and in what quantities and what fertilizers to use.
- Monitor activities such as irrigation, chemical application, harvesting, to ensure adherence to safety regulations or standards.
- Purchase of machinery, equipment and supplies such as tractors, scales, seeds, fertilizers and chemicals.
- Prepare an annual budget, a work plan for the farm and ranch operation and production, and evaluate financial budgetary statements.
- Collect funds from sales of livestock, grain, alfalfa (hay) and produce sales, account/receipt for each sale and turn into finance department.
- Supervise and participates in the farming and livestock lot assignments for Yavapai Apache Tribal Members to ensure that compliance is adhered to.
- Meet with individual Yavapai Apache Tribal Members to discuss farming and livestock lot assignments.
- Supervises and participates in preparing and administering contracts for the Department of Agricultural.
- Responsible for administering the Woodland Grant and workers by preparing reports to the granting agency.
- Direct any changes to improve efficiency or economy of the Department of Agricultural.
- Prepares required reports and maintains records of all activities for the Department of Agricultural.
- Direct training programs for personnel for the department of Agricultural.
- Presents to the Tribal Council periodic verbal and written reports with evaluation progress and functions of the Department of Agricultural.

Physical Requirements

The employee must occasionally lift and/or move objects weighing up to fifty (50) pounds. The employee must be able to work in all types of climates, both indoors and outdoors. Work may be performed in adverse weather and environment condition. Work may be performed from ladders or scaffolding, and possibly in hazardous atmospheres. Employee is subject to shift work, may work alone.

Specific vision abilities required this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of a construction type setting but is normally typical of an office environment.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**