THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0629057**	DATE POSTED:	**08/11/14**
POSITION NO:	**242999**	CLOSING DATE:	**08/25/14**
POSITION TITLE:	**Principal Extension Agent**		
DEPARTMENT NAME / WORKSITE:	**DNR/Agriculture / Veterinary & Livestock Program / TseBonito, NM**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	Y66A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 46,363.20	PER ANNUM
		SEASONAL:	☐	Duration:	$ 22.29	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Assist Program Manager in the scheduling of veterinary mobile services to chapter communities, NHA field management sites and school campuses; collaborate with community leadership, field managers, animal organizations and public officials to ensure smooth veterinary service delivery; assist on the veterinary mobile unit to provide technical assistance to the veterinary mobile team with intake/discharge, documentation, and record keeping; provide outreach education on animal health, vaccinations for disease prevention, spay & neuter and animal overpopulation; development of outreach materials to communicate education to all ages and environments; maintain site to site documentation of services, inventory, personnel hours and report on activities; ability to provide cost analysis of veterinary services and projections for future mobile sites; planning of lodging and meals for veterinary mobile staff; develop and secure media advertising of mobile veterinary services; provide administrative assistance to the program manager.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Agriculture, Animal Sciences, Agronomy, Horticulture, Animal Health or a closely related field; and two (2) years of progressively responsible experience in providing technical assistance in an agriculture or ranching environment.

Preferred Qualifications:

- A Master's degree in Agriculture and Life Science or closely related field.
- Training or certification in related field.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Possess a valid state driver's license.

*****Applicant required to submit two (2) character reference letters.***

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)

Special Knowledge, Skills and Abilities:

Skilled in operating a personal computer utilizing a variety of software applications. Ability to provide monthly reports on field activities. Establish and maintain effective and cooperative working relationships with others.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.