THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0628079**	Date Posted:	**08/12/13**
POSITION NO:	226228	Closing Date:	**08/26/13**
CLASS CODE:	3070		
POSITION TITLE:	**Principal Extension Agent**		
DEPARTMENT NAME:	Division of Natural Resources/Department of Agriculture		
DEPARTMENT NO:	62	WORKSITE LOCATION:	Crownpoint, New Mexico

WORKS DAYS/HOURS:
Days: Mon - Fri
Hours: 8:00 am - 5:00 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk:

GRADE: R66A
SALARY:
$ 45,011.20 Per Annum
$ 21.64 Per Hour

DUTIES AND RESPONSIBILITIES:
Prepare routine monthly, quarterly and fiscal year program reports; attending meeting of the Eastern Navajo Land Board and chapters to explain department programs, objectives, tribal, state and federal rules and regulations; assist with writing resolutions, policies and procedures and other basic administrative functions,; Provide training information and technical assistance to farmers and ranches on matters regarding soils, grass, crops, fertilizer, irrigation, livestock water, land leveling, etc.; Seek outside sources of funding and technical assistance; serve on various boards and planning committees, and task forces to promote agricultural initiatives in marketing, livestock management, crop improvement, and other agricultural resources management activities. Collaborate with the Bureau of Indian affairs, USDA, state and other interagency entities to Navajo Nation agricultural goals and objectives. Coordinate conservation programs, implement projects to completion including planning design, compile material list, undertake procurement procedures to purchase supplies, coordinate equipment and manpower, monitor conservation construction work and conduct follow up. Develop agricultural related articles, participate in workshops, provide field tours on conservation projects demo sites and assist where necessary; and supervise agency staff; coordinate services and communicate with state, federal and NN departments, programs, groups, etc. Work closely with Eastern Tribal Ranches in implementing range conservations, livestock inventory, windmill repairs contracts and follow-up on lease compliance; and other assigned duties from supervisor.

QUALIFICATION REQUIREMENTS:
Education and Training:
A Bachelor's degree in Agriculture, Animal Sciences, Agronomy, Horticulture, Animal Health or in a closely related field;

Experience:
Four years experience in providing technical assistance in agriculture and ranching environment, or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

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:
Grant writing; must be computer literate; knowledge in range/soil evaluation techniques; must have good communication skills in both Navajo and English languages; and skills in supervising staff.

License/Certification Requirements:
Applicant must possess a Valid State Driver's License and ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***