

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0625019

Date Posted: 12/27/11

POSITION NO: 226228

Closing Date: 01/10/12

CLASS CODE: 3070

POSITION TITLE: Principal Extension Agent

DEPARTMENT NAME: DNR/Agriculture

DEPARTMENT NO: 62 WORKSITE LOCATION: Crownpoint, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R66A

Days: Mon.-Fri.

Permanent:

SALARY:

Hours: 8:00am-5:00pm

Temporary:

Duration: _____ \$ 45,011.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 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 degree in Agriculture, Animal Sciences, Agronomy, Horticulture, Animal Health or a closely related field.

Experience:

Four years experience in providing technical assistance in agriculture or ranching environment, or equivalent combination of education, training and experience.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Grant writing, knowledge and familiar with range/soil evaluation techniques, must be computer literate, and must be fluent in both the Navajo and English languages.

License/Certification Requirements:

Must possess a valid state drivers license and obtain a NN Operators 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