

PRINCIPAL EXTENSION AGENT

DEFINITION: Under general direction, provides a variety of high level administrative, educational and service work related to agriculture, home economics, youth activities, community resource development and other projects; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Coordinates, oversees and works with other extension agents in providing a variety of projects focused on education and support services to farmers, ranchers and others needing technical assistance in animal husbandry and agriculture; assesses and analyzes agricultural, livestock, crop, land use and/or other situations and circumstances; conducts research; makes recommendations for changes to operations, philosophies, approach and/or utilization; oversees and/or participates in the development, management, oversight and/or assessment of specific and/or general land use, livestock, crop-related projects and programs.

Conducts research and investigations; drafts reports regarding findings and recommendations; seeks out and identifies potential new projects and funding sources; prepares and submits proposals; oversees implementation of projects; initiates and forwards reports regarding operation; attends meetings; drafts newsletters, news articles and other informational brochures; assists veterinarian as appropriate and required; participates in the evaluation and assessment of staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation and applicable state and federal statutes, rules, policies and procedures related to land use, environmental, mining, agriculture, community resources and other areas.

Knowledge of basic animal health, nutrition and treatment.

Knowledge of field investigation processes and procedures, follow-up and enforcement.

Knowledge of community resources and availability.

Skill in analyzing and assessing situations and circumstances and applying correct discipline, information, rules, regulations and procedures to specific incidents, situations and circumstances.

Skill in providing education, training and information to a wide range of clients.

Skill in operating a personal computer utilizing a variety of software applications.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires the ability to work in and out doors in varying weather conditions; walking over long distances, carrying heavy, bulky equipment and other items, climbing ladders or into trenches may be required. Work may also be conducted near animals that may be sick or injured. There is the risk of potential exposure to harmful chemicals, pesticides, noxious fumes and other hazards.

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.

THE NAVAJO NATION

Class Code: 3070
Natural Resources and Parks Series
Range Management Group
Overtime Code: Exempt
Pay Grade: 66

PRINCIPAL EXTENSION AGENT

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.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.