



Navajo Agricultural Product Industry Job Description

Job Title: **Assistant Agronomist**

Location: **Farm Operations Center**

Work Schedule: **Varied**

Department: **312 - Agronomy**

Exemption Status: **Exempt**

Grade: **25**

Salary Range: **\$33,775.00-\$42,911.14**
(Grades 19/20)

Reporting Relationship: **This position reports to the Agronomist**

Summaries of Duties and Responsibilities

This position was created to assist in providing technical data to Crop Foremen and Crop Managers based on analyses of relevant agricultural data.

Shared Responsibilities:

- Support the mission, vision, and goal of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy.
- Adheres to all company policies and procedures.
- Follow safety guidelines and participate in trainings.
- Practice good stewardship of NAPI property and follow policy.
- Act in a professional manner at all times.
- Function from INTEGRITY, HONESTY, and LOYALTY in all activities concerning NAPI.
- Follow the current NAPI Strategic Plan initiatives.
- Maintain a team environment with other departments.
- Champion NAPI in the community.

Primary Duties and Responsibilities:

Essential Functions

1. Develop and maintains a recordkeeping system consisting of data compiled on soil and field attributes, yield data, or field boundaries.
2. Develop and implement recordkeeping system that provides information on soil and plant tissue samples that have been collected for analysis.
3. Utilize soil texture and terrain maps along with agricultural data such as crop yields, soil characteristics and field management history to provide recommendations on input applications.
4. Compare crop yield maps with maps of soil test data, chemical application patterns, or other information to develop site-specific crop management plans.
5. Analyze and read maps such as soil, contour, and plat maps.
6. Provide recommendations on best crop varieties and seeding rates for specific field areas, based on analysis of geospatial data.
7. Report problems as detected to the Agronomist and Crop Manager immediately.



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8. Maintain accurate scientific data of assigned fields at various stages of crop development and provides information to the Agronomist and Crop Manager.

Performs other related duties and assignments as required.

Education, prior work experience, and specialized skills and knowledge:

- Must be able to meet the requirements of NAPI's Motor Vehicle Operation Policy.
- This job requires a High School Diploma (or GED or High School Equivalence).
- A Bachelor's degree in Agriculture, Agronomy, Biology, Chemistry or related field of study is required.
- Education/Training can be substituted for work experience.
- College course work in Math, Biology, Chemistry, Agronomy, or related field of study is required.
- Certification in New Mexico Department of Agriculture (NMDA) Pesticide License.
- Must have a valid of Driver's License.
- A minimum of 2-3 years experience is required.
- This job requires a First Aid/CPR and Defensive Driving Course. (DDC)
- Ability to use a computer and computer programs is required.
- Ability to use search engines, data queries, and assimilate printed information.
- Must be able to speak in public.
- Must have the ability to communicate effectively orally and in writing in English. Navajo language is helpful.
- Job requires analyzing information and using logic to address work-related issues and problems.
- Job requires being careful about detail and thorough in completing work tasks.
- Job requires being honest and ethical.
- Job requires a willingness to take on responsibilities and challenges.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Job requires persistence in the face of obstacles.
- Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- This job requires the knowledge of integrated pest management practices.



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- This job requires the knowledge of plant development.
- This job requires the knowledge of crop fertility management.
- This job requires the knowledge of weed science and plant diseases.
- Incumbent must be able to identify and expedite timely corrective action for plant stress, insects, and disease.

Physical environment and working conditions:

This job requires you to work in and out of the office with exposure to heat and cold temperatures

Physical Demands

Strength		Hearing		Kneeling
Stamina		Visual Acuity	X	Crouching
Physical Flexibility		Visual Color Perception	X	Squatting
Reaction Time	X	Sitting		Crawling
Whole Body Steadiness	X	Standing		Twisting
Manual Dexterity	X	Walking		Climbing

Lifting 50# minimum

Business machines and computer software used:

NAPI vehicle, a Personal Computer or Laptop, Windows XP, Microsoft Office Suite 2007 (Word, Excel, Power Point, Project, & Outlook), Famous Accounting Software, and a Two-Way Radio

Other factors, such as access to confidential information or contact with the public:

Must read and acknowledge NAPI's Non-disclosure agreement.

I have reviewed the above job description and have an understanding of my job duties. I understand I will be evaluated on each of the duties described above.

_____ Employee _____ Date

_____ Supervisor _____ Date