



Navajo Agricultural Product Industry Job Description

Job Title: **Alfalfa Assistant Crop Manager**

Location: **NAPI**

Work Schedule: **Varied**

Department: **Alfalfa**

Exemption Status: **Exempt**

Grade: **24**

Salary Range: **\$ 36,806 - \$47,951**

Reporting Relationship: **This position reports to the Alfalfa Crop Manager**

Summaries of Duties and Responsibilities

The position was created to assist in providing leadership and guidance to departmental employees in order to produce quality products, to maximize yields, and operate within the budget provided. This position participates in the overall administration of the department.

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. Assists the Crop Manager in developing and implementing production schedules.
2. Assists in developing, implementing and maintaining a departmental budget.
3. Assists in researching and negotiating the most cost effective prices for budgetary items to maximize profit margins.
4. Assists in negotiations of contract agreements prior to submitting for final approval by the Alfalfa Crop Manager.
5. Familiarizes self with and utilizes crop summaries and financial crop reports to make adjustments in a timely manner in order to remain fiscally sound.



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6. Utilizes ATRL (Agricultural Testing and Research Lab) recommendations for fertilizer and chemical additives for increased yields.
7. Directs, supervises, trains, and plans work schedules for employees to assure effective and efficient use of human resources while maximizing crop performance and yields.
8. Plans and provides resources to staff for effective operations.
9. Assists in the development, implementation, and maintenance of preventative maintenance schedules on equipment to minimize down time.
10. Monitor all rented equipment; manage usage hours to prevent overage of hours.
11. Direct and supervise field operations to maximize crop performance and minimize down time.
12. Direct and supervise plant operations to maximize production and minimize down time.
13. Reviews, troubleshoots, and adjusts field operations immediately to maximize productivity.
14. Works collaboratively with Alfalfa Crop Manager and Alfalfa Crop Foreman as well as Consultants to assure effective operations and maximum crop production.
15. Works with the Marketing Department to maximize profit margins and promote "Navajo Pride".
16. Professionally represents NAPI at various conferences and meetings, provides information back to the Crop Manager in a timely manner.
17. Communicates effectively with the Crop Manager to assure goals and objectives are being met.
18. Communicates effectively in writing and demonstrates ability to make presentations professionally.
19. Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and to evaluate current production estimates and outputs.
20. Confer with other foremen/supervisors to coordinate operations and activities within or between departments.
21. Plan and establish work schedules, assignments, and production sequences to meet production goals.
22. Inspect materials, products, or equipment to detect defects or malfunctions.
23. Demonstrate equipment operations and work and safety procedures to new employees, or assign employees to experienced workers for training.
24. Observe work and monitor gauges, dials, and other indicators to ensure that



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operators conform to production or processing standards.

25. Confer with management or subordinates to resolve worker problems, complaints, or grievances.

26. Interpret specifications, blueprints, job orders, and company policies and procedures for workers.

Performs other related duties and assignments as required.

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

- This job requires a High School Diploma (or GED or High School Equivalence).
- Incumbent must have a valid driver's license with an acceptable driving record.
- Degree/Certificate in Agricultural Business, Agricultural Economics or a relative field of study is helpful.
- Incumbent must obtain certification in First Aid/CPR, WPS Handler Permit, Private Pesticide License, Basic Electrical, Confined Spaces, Tractor Training, Forklift Training, and Defensive Driving.
- Two or more years of progressive experience in agricultural business.
- Education/training can be substituted for previous work experience.
- Ability to use a computer, Windows, Internet Explorer, Microsoft Office Professional 2007 components as Excel, Word, Power point and email programs.
- Ability to use search engines, data queries, and assimilate printed information is required.
- Ability to speak in public is required.
- Ability to communicate effectively orally and in writing in English is required; Navajo is helpful.
- Must be able to meet the requirements of NAPI's Motor Vehicle Operation Policy.
- Job requires ability to operate 4X4 Tractor, Row Crop implements, Crop Processing Equipment, Forklift, as well as a company vehicle.
- Job requires the ability to demonstrate knowledge of chemicals, herbicides, and pesticides.
- Job requires the ability to demonstrate knowledge of accounting, marketing, negotiation skills, and strong supervisory skills.
- Job requires the ability to plan, organize, direct, and coordinate activities relevant to particular crop operations.
- Job requires the ability to read, analyze, and interpret production schedules.
- Must have great listening skills as this position communicates with all levels of company employees, board of directors, customers, and local governments.



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- Job requires the ability to analyze information and use logic to address work-related issues and problems.
- Job requires developing one's own way of doing things, guiding oneself with little or no supervision.
- Job requires the incumbent to have knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Job requires the incumbent to have knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, personnel information systems, and be familiar with the Navajo Preference in Employment Act.
- Job requires the incumbent to be able to manage personnel resources by motivating, developing, and directing people as they work, identifying the best people for the job.
- Job requires being able to manage one's own time and the time of others.
- Job requires the incumbent to have basic education and training knowledge to include principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires being careful about detail and thorough in completing tasks.
- Job requires being persistent in the face of obstacles and being able to accept criticism and dealing calmly and effectively with high stress situations.
- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Job requires being available 24 hours a day, 7 days a week to meet deadlines.
- Job requires the ability to understand GPS/GIS systems.
- Job requires a willingness to lead, take charge, and offer opinions and direction.
- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Job requires being honest and ethical.
- Job requires a willingness to take on responsibilities and challenges.
- Job requires persistence in the face of obstacles.
- Job requires some travel



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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	Crouching
Physical Flexibility	Visual Color Perception	Squatting
Reaction Time	Sitting	Crawling
Whole Body Steadiness	Standing	Twisting
Manual Dexterity	Walking	Climbing
Lifting 50# minimum		

Business machines and computer software used:

NAPI vehicle and a Two-Way Radio, cell phone, lap top, iPad, calculator

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