



Navajo Agricultural Products Industry (NAPI) POSITION DESCRIPTION

JOB TITLE:	Chief Strategy Officer	JOB CODE:	
		PAY GRADE:	
DEPARTMENT:	104 - CEO	PAY STATUS:	PR
REPORTS TO:	Chief Executive Officer	REGULAR/SEASONAL:	Regular
APPROVED BY:	<i>Beulah John, HR Manager</i>	DATE APPROVED:	05/04/2017

I. POSITION FUNCTION SUMMARY:

Under the direction of the Chief Executive Officer, the Chief Strategy Officer will lead the execution of strategic initiatives, encompassing the stages from creation, implementation, and follow up; plan and develop strategy formulations of vertical integration projects; and assist in initiating new business developments.

II. ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

The following statements are essential functions of this position and not intended to be all-inclusive; rather, they are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the incumbent, and an employee may be directed to perform other reasonably related job duties and responsibilities. NAPI reserves the right to revise or change the job duties and responsibilities as the need arises, based on business need, and this position description may be updated accordingly. This position description does not constitute a written or implied contract of employment.

Essential Duties & Responsibilities

1. Develop and lead strategic, tactical, and operational initiatives which support our expansion into the organics market and/or new markets.
2. Facilitate the planning, preparation, organization, implementing, directing, coordinating, evaluating, and reporting to the Chief Executive Officer regarding NAPI's plans and strategies, operations, vertical integration initiatives, performance, and budgets.
3. As CEO liaison, actively ensure the organization aligns with NAPI objectives
4. Analyze current processes, recommend and implement procedural or policy changes to improve operational efficiencies
5. Develop, modify or update, and implement NAPI's business plans, strategic plans, and management plans.
6. Synthesize current business intelligence or trend data to support recommendations for action.
7. Collect and analyze business intelligence data from available industry reports, public information, field reports, or purchased sources.
8. Accomplish other work related duties as assigned by the Chief Executive Officer or Board of Directors
9. Lead the due-diligence of potential joint ventures and/or contractor agreements
10. Lead and manage the evaluation of potential new ventures (including new crops, vertical integration, value-added and manufacturing ventures, research potential market outlets before planting), proposals, products and to negotiate advantageous terms
11. Lead executive team in data analysis, agribusiness trends and other strategic issues as it relates to NAPI's Organic Project or overall NAPI business.

12. Lead executive team in designing and implementation of innovative business solutions by defining strategies and tactics in order to optimize NAPI's competitive position in all markets.
13. Manage timely flow of business intelligence information to users regarding implementation of new processes which stem from new business ventures
14. Establishes and maintains contact with local businesses and Navajo Nation entities on best business practices and business trends
15. Collaborates with Crop and Department Managers on modifications and implementation of NAPI's business plans, strategic plans, and management plans
16. Prepare analytical reports to support new ventures as well as to relay pitfalls/gains in such ventures

III. POSITION AUTHORITIES AND ACCOUNTABILITIES:

General:

Position has a high level of line responsibility and high-level authority to make independent decisions over an assigned department or function. A person in this position has a high level of responsibility for a key operation or function.

Results of Action:

Decisions will have a high degree of impact on operations or services. Errors may result in significant disruption of operations or services or damage to operational activities. Errors in accuracy, judgment, tact or communication could result in a loss of productivity, and a significant loss of credibility and potential income for the organization. Failure to establish and monitor project schedules will result in an inability to meet deadlines and will delay the completion of records and other projects.

Budgetary & Financial Resources Accountability:

Position has high level of accountability for budgetary or financial decisions, and decisions will have a high degree impact on resource utilization within NAPI; responsible for a moderate level of impact on an operating budget for the Department;

Equipment/Material Management & Accountability:

Position has a high level of responsibility for equipment, material, or supplies; proper utilization is required plus accountability for first-echelon maintenance may be required; minimal authority and accountability for purchase within strict policy guidelines may be present.

Confidential and Sensitive Information:

- Incumbent has a high level of access to sensitive and proprietary company data, including but not limited to services, legal and financial data, and an essential job result is the maintenance of a high level of confidentiality of the information processed by the employee.
- Incumbent has a minimal level of access to personal and professional data regarding individual employees and their families, and to personal data regarding customers/clients/members and their families, and must comply with the Fair and Accurate Credit Transactions Act (FACTA) to keep that data secure and private.
- Incumbent has no access to health data of employees and their families, and to health data of customers/clients/members and their families, and must comply with the Health Insurance Portability and Accountability Act (HIPAA), to keep that data secure and private.

Independence of Action; Supervision Received:

The Chief Strategy Officer works under general supervision of the Chief Executive Officer. Employee performs high level, complex management work, and performs a high level of analysis and problem-solving with a high degree of independence and discretion.

IV. POSITION QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position, but is not a comprehensive list. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Required:

- Bachelor's degree from an accredited four-year college or university in Accounting, Business, Agriculture, or directly related discipline.
- Five (5) years supervisory experience in an agricultural environment.

Preferred:

- Master's degree from an accredited four-year college or university in Agricultural Business, Agricultural Economics, or directly related discipline.
- Ten (10) yrs. progressive experience in an executive business setting, working with new business development and strategy, and research
- Previous Executive Management experience in an agricultural farm operation in similar size and scale as NAPI

Substitution:

- Ten (10) years of experience in agricultural business and management may be substituted for the Bachelor's degree requirement.

Navajo Preference:

Navajo preference will be applied in accordance with the Navajo Preference in Employment Act (NPEA), it is Navajo Agricultural Products Industry's ("NAPI") goal and intention to strictly adhere to the NPEA in all employment practices and hire qualified Navajo Personnel for all positions. Tribal sovereignty support and Navajo preference initiatives are mandatory.

Language Requirements:

Required:

Ability to read and write English in order to understand and interpret written procedures and technical manuals. This includes the ability to give and receive instructions in written and verbal forms and to effectively present information and respond to questions from vendors, contractors, supervisors and co-workers.

Preferred:

Bi-lingual (English/Navajo)

Shared Responsibilities:

As a requirement of their employment, all NAPI employees are expected and required to follow and adhere to the following job responsibilities:

- Support the mission, vision, values, and goals of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy, and deliver excellent customer service both to internal and external customers.
- Adhere to all company policies and procedures.
- Follow all safety policies, guidelines, and work rules, 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 and support a team environment within the workgroup, and with other departments.

- Champion NAPI in the community.

Core Competencies:

Performs the essential functions and elements of this position competently, demonstrating adequate progress throughout the course of the introductory period of employment and continuing throughout employment with NAPI. A variety of personal competencies need to be demonstrated by everyone at NAPI, and include but are not limited to:

- **Quality/Compliance:** Achieving a standard of excellence with our work processes and outcomes with attention to detail, honoring NAPI policies and all regulatory requirements.
- **Customer focus:** Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer or client, rather than on self, department, or organization.
- **Communication:** Balancing listening and talking, speaking and writing clearly and accurately, influencing others, keeping others informed.
- **Collegiality:** Being helpful, respectful, approachable, and team oriented, building strong working relationships and a positive work environment.
- **Initiative:** Taking ownership of our work, doing what is needed without being asked, following through
- **Efficiency and Continuous Improvement:** Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things
- **Coachability:** Being receptive to feedback, willing to learn, embracing continuous improvement
- **Safety:** Comply with and actively support all workplace safety policies and practices.
- **Team Player:** able to work collaboratively with others in the organization, and to work well with diverse groups of people and gain and maintain respect of others, both inside and outside of NAPI.

Knowledge, Skills and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential functions of the position, but are not a comprehensive list:

- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources in Agricultural Operations.
- Knowledge of manual and automated accounting systems, and well developed financial analysis capabilities.
- Knowledge of research methods and tools to research emerging business trends and markets.
- Knowledge of accounting, budgeting, marketing, financial, personnel, governmental functions and processes relevant to NAPI’s business environment.
- Knowledge in the Navajo Preference in Employment Act.
- Skill in strategic positioning, strategic thinking, and strategic implementation methods.
- Skill in analysis and interpretation of financial data, and in preparation of financial reports, statements and/or projections.
- Skill in reading, analyzing, and interpreting highly complex documents.
- Skill in planning, organizing, directing, and coordinating.
- Skill in leadership, management, and supervision.
- Skill in sound administrative tasks and being well organized.
- Skill in well-developed participative management style, and advocates team concept
- Skill in training, coaching, and developing skills of assigned personnel.

- Skill in active listening as this position communicates with all levels of company employees, board of directors, customers, and local governments.
- Skill in communicating effectively with Navajo Nation, Federal, and appropriate state or county governmental officials, committees, and other governmental bodies.
- Skill in self-management; to manage one's own time.
- Skill in using logic to address work-related issues and problems.
- Ability to define and manage multiple strategic projects toward deliverables and timelines.
- Ability to collaborate, influence, and build consensus across internal teams.
- Ability to produce metric data driven evaluations.
- Ability to engender teamwork, professionalism, and leadership among colleagues, the Board of Directors (as appropriate), and others working on behalf of NAPI.
- Ability to make sound business decisions in a timely manner, after locating and applying appropriate data and other input.
- Ability to understand the accounting and financial needs of a large and multi-faced business enterprise engaged in the production and marketing of agricultural commodities, livestock, and products derived from such agricultural production.
- Ability to supervise other professionals either directly engaged or otherwise overseeing other functions as delegated by the Chief Executive Officer.
- Ability to speak in public.
- Ability to use a computer and programs for use of search engines, data queries, and assimilate printed information.
- Ability to be open to change (positive or negative) and to considerable variety in the workplace.
- Ability to be available 24 hours a day 7 days a week to meet deadlines.
- Ability to identify key policy issues and make recommendations to senior management officials.
- Ability to examine and re-engineer operations and procedures,
- Ability to formulate policy, and develop and implement new strategies and procedures.
- Ability to lead project teams, to include organizing, prioritizing, and scheduling work assignments.
- Ability to thrive in a fast-paced and pressured environment and must be able to shift to other functions and priorities as needed.

Certification, Licenses and Registrations:

- Must have and maintain a current New Mexico, or Arizona driver's license, must have and maintain an NAPI-insurable driving record, and must provide proof of current liability insurance meeting or exceeding State-required minimum coverages.
- First Aid, CPR, Defensive Driving Course.

Training Requirements:

- Must successfully complete all NAPI-required safety and other training
- Must successfully pass and maintain training certification in all state, NAPI, individual-specific, and/or other training requirements of the position and job assignment.
- Additional specific training requirements for this position may be required by NAPI.

Tools and Equipment Used:

- Standard office equipment, including desktop computer and standard MS-Office applications
- Famous Accounting Software
- Must be able to operate a company vehicle and a two-way radio.

Other:

- In accordance with the conditional offer of employment, individual must pass drug screen, and all NAPI, and other required background investigations.
- Additional drug screening and background investigations may be required depending on the job assignment, or job transfer.
- Must read and acknowledge NAPI's Non-disclosure agreement.

V. PHYSICAL & MENTAL DEMANDS and WORKING CONDITIONS

The physical and mental demands, and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical and mental demands, and working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

NAPI maintains a comprehensive, detailed assessment of the physical and mental demands, and working conditions for this position, which are also included in the incumbent's employment file.

Physical Effort and Demand:

- None to insignificant physical demand is required to perform the work; an employee in this position frequently sits at a desk or workstation.

Visual Acuity, Hearing, Speaking, Manual Dexterity:

- Must have visual acuity and manual dexterity to perform timely and accurate data entry;
- Must be able to make individual, small group, and large group presentations as required by position

Mental Demand:

- Effective performance requires continual thinking and attention to work/detail demanded by the Knowledge, Skills and Abilities and essential functions of the job.
- Must be able to work non-standard work hours as required to fulfill job responsibilities.

Environment/Working Conditions:

- Little to no hazardous condition exists in the work environment. The work environment is pleasant; only minimal negative physical factors exist.
- Above average amount of negative psychological factors; these factors must be addressed and considered in the performance of duties and have potential for a negative impact on job incumbents.
- This position is not classified as "safety-sensitive."

Continued on next page.

VI. EMPLOYEE ACCEPTANCE:

By my signature below, I certify that I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description.

Employee – please initial each of these statements below to indicate your agreement, in addition to your signature at the bottom of this page:

	I acknowledge that I have been given access to a print and/or electronic copy of the Employee Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it.
	I understand that I am responsible for following all departmental and job-specific policies, procedures, work rules, and other guidelines.
	I understand that neither the Board of Directors nor management of NAPI can guarantee my employment, and that NAPI can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of NAPI.
	I further understand that the foregoing Job Description is not all-inclusive of the duties to which I may be assigned. To meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by NAPI.
	I acknowledge that NAPI also reserves the exclusive right to transfer, assign, or locate the incumbent to another job assignment within this job title for which I am qualified. Such transfer, re-assignment or re-location may be on either a temporary or regular basis, and shall be done to meet the business needs of NAPI.
	I also certify that I can perform the essential functions of this Job Description either with or without a reasonable accommodation.
	I further acknowledge that this Job Description does not constitute a written or implied contract of employment with NAPI.

Accepted and Acknowledged by:

Employee Signature *Date*

Print Employee Name

Witnessed by:

NAPI Representative Signature *Date*

Print NAPI Representative Name and Job Title