



Navajo Agricultural Product Industry Job Description

JOB TITLE:	Crop Manager	JOB CODE:	
		PAY GRADE:	MN
DEPARTMENT:	401 – Chief Operating Officer	PAY STATUS:	Full Time / Salary
REPORTS TO:	Chief Operating Officer	REGULAR/SEASONAL:	Regular
APPROVED BY:	<i>Beulah John, HR Manager</i>	DATE APPROVED:	

Summaries of Duties and Responsibilities

The position was created to provide leadership and guidance to the employees and to maximize yields and operate within the budget provided.

Shared Responsibilities:

- Support the mission, vision, and goal of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy.
- Adheres to all company polices 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. Develops and implements productions schedules.
2. Develops and implements a departmental budget.
3. Follows budgetary guidelines approved by the Chief Operating Officer.
4. Presents budget and crop reports in a professional manner to the Board of Directors as requested by the Chief Operating Officer.
5. Negotiates the most cost effective prices for budgetary items to maximize profit margins.
6. Understands and interprets crop summaries and financial crop reports, makes adjustments in a timely manner to remain fiscally sound.
7. Understands and interprets ARTL recommendations for fertilizer to increase yields.
8. Directs, supervises contractors, trains and plans work schedules for farming and



Navajo Agricultural Product Industry Job Description

- harvesting operations employees to assure effective and efficient use of human resources while maximizing crop performance and yields.
9. Plans and provides resources to staff for effective operations.
 10. Develops, implements, and maintains preventative maintenance schedules on equipment to minimize down time.
 11. Reviews, troubleshoots, and adjusts field operations immediately to maximize productivity.
 12. Works collaboratively with consultant to assure effective and efficient operations and maximize crop production.
 13. Markets crop production to maximize profit margins and promote “Navajo Pride”.
 14. Work collaboratively with Marketing Director to maximize crop production and profit margins and promote “Navajo Pride”.
 15. Provides crop harvest estimates of field product to Marketing Department.
 16. Professionally represents NAPI at various conferences and meetings, provides information back to Chief Operating Officer in a timely manner.
 17. Communicates effectively with Chief Operating Officer to assure goals and objectives are being met.
 18. Communicates effectively in writing and able to make presentations professionally.
 19. Collect & submit field inventory for monitoring inventory control
 20. Understands and interprets Agronomy recommendations for herbicide to control weeds.
 21. Works collaboratively with contractor to assure effective and efficient harvest operations.
 22. Provide Best Management Production practices training to meet a profitable forage production.
 23. Works collaboratively with Agronomy for field selection and field by field data collections.

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).
- College course work in Agri-Business, Agricultural Marketing, Agricultural Economics, or relative field of study
- A Bachelor of Science Degree in Agriculture or related field.
- Certifications in First Aid/CPR, Defensive Driving, Workers Protection Safety, and Pesticides Application are required.
- Five or more year’s progressive experience in agri-business, agronomics, marketing, logistic, and administering contracts.



Navajo Agricultural Product Industry Job Description

- This job requires the incumbent to have a valid driver's license with an acceptable driving record.
- 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.
- Must have great active listening skills as this position communicates with all levels of company employees, board of directors, customers, and local governments.
- Able to operate 4X4 Tractor, Row Crop Implements, Alfalfa Processing Equipment, Forklift, Company Vehicle.
- Demonstrate knowledge of chemicals, herbicides, and pesticides.
- Demonstrate knowledge of accounting, marketing, negotiation, skills, and strong supervisory skills.
- Able to plan, organize, direct, and coordinate.
- Able to read, analyze, and interpret production schedules
- This job requires the incumbent to be able to analyze information and use logic to address work-related issues and problems.
- This job requires developing one's own way of doing things, guiding oneself with little or no supervision.
- This 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.
- This 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.
- This job requires that incumbent to be able to manage personnel resources by motivating, developing, and directing people as they work, identifying the best people for the job.
- This job requires being able to manage one's own time and the time of others.
- This job requires being able to communicate effectively both orally and in written form information and ideas so other will understand.
- This 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.
- This job requires being reliable, responsible, and dependable, and fulfilling obligations.
- This job requires being careful about detail and thorough in completing tasks.



Navajo Agricultural Product Industry Job Description

- This job requires being persistent in the face of obstacles and being able to accept criticism and dealing calmly and effectively with high stress situations.
- This job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- This job requires being open to change (positive or negative) and to considerable variety in the workplace.
- This job requires being available 24 hours a day 7 days a week to meet deadlines.
- Able to understand GPS/GIS systems.

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, a Personal Computer or Laptop, Windows XP, Microsoft Office Suite 2010 (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