



POSITION DESCRIPTION

JOB TITLE:	Native Plants Coordinator	JOB CODE:		PAY GRADE:	FC
DEPARTMENT:	Conservation	PAY STATUS:			Hourly
REPORTS TO:	Conservation Manager	REGULAR/SEASONAL :			Regular/Full Time
APPROVED BY:	<i>Boulah & John</i> , Human Resources Manager	DATE APPROVED:			1/23/2018

I. POSITION FUNCTION SUMMARY:

This position was created to conduct research into native plants, encompassing areas such as site preparation, plant growth, pests, water and nutrient usage, and harvest. This position is also responsible for executing and maintaining trial fields of a variety of crops.

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.

Duties & Responsibilities

1. Collects and analyzes plant-related data relating to native plants and their ecosystems.
2. Records data pertaining to experimentation and research.
3. Prepares data summaries, reports, or analyses that include results, charts, or graphs to document research findings and results.
4. Examines crop specimens to determine the presence of diseases or other problems.
5. Coordinates and trains employees for food processing and field crew.
6. Performs crop production duties, such as tilling, hoeing, and pruning, weeding, or harvesting crops.
7. Records environmental data from field samples of soil, air, water, or pests to monitor the effectiveness of integrated pest management (IPM) practices
8. Maintains or schedules repair of agricultural facilities, equipment, or tools to ensure operational readiness, safety, and cleanliness
9. Operates farm machinery, including tractors, plows, mowers, when necessary.
10. Performs tests on seeds to evaluate seed viability.
11. Performs general nursery duties, such as propagating standard varieties of plant materials, collecting and germinating seeds, maintaining cuttings of plants, or controlling environmental conditions.
12. Devises cultural methods or environmental controls for plants for which guidelines are unclear or nonexistent.
13. Transplants trees, vegetables, or horticultural plants.
14. Prepares or presents agricultural demonstrations.
15. Develops and maintains native plants liaison communications (groups, individuals, agencies, and the public) via effective professional dialogues to produce cooperative management strategies.
16. Studies and manages native plant populations at NAPI.

17. Reviews project activities and prepares and reviews research, testing, or operational reports as they pertain to corn variety projects, NAPI's Sumac project, composting, and native food projects.
18. Coordinates operations activities to include planting, cultivating, harvesting, and preparing products for processing, and selling to customers.
19. Works closely with the Public Relations Coordinator in the development of the products or programs for documentation, dissemination and promotion via social media.
20. Investigates the potential "Superfoods" classification of the Navajo Tea and Sumac Berry.
21. Re-initiates the composting program for the Feedlot raw manure to create a usable product for the organic department.
22. Prepares a staging area independent of the old area as it is contaminated with nematode and start new operations for composting.
23. Coordinates and manages the hoop house program in conjunction with the Agronomy and Row Crop departments for guidance.
24. Develops and maintains budgets and inventory.
25. Researches marketing opportunities for the Native Food products or any other value added product produced by the Conservation department with the goal of making a profit.
26. Develops and administers online sales and shipping options for Native Food products.
27. Maintains a safe work environment by ensuring grounds/housekeeping around work sites.

Other

28. Works collaboratively, cooperatively, and in coordination with fellow team members and with others in the organization, treats them with respect, courtesy and consideration, and shows understanding and the appropriate support of other team members to help get the job done.
29. Provides information, guidance and resources to diverse groups of customers, clients and others outside of the organization; treats them in a friendly manner with professionalism, helpfulness, respect, courtesy and consideration at all times regardless of circumstances.
30. Maintains regular, dependable attendance and punctuality, and physical presence at the assigned worksite; must interact directly with people or objects at the worksite on a regular basis. Communications technology may, for certain tasks and under certain circumstances, enable an employee to effectively perform some of the work-related duties from home on a temporary basis.
31. Complies with all applicable environmental health and safety policies, procedures and work rules, giving maximum effort to performing job functions in a manner that protects the health and safety of the incumbent, co-workers, and the general public
32. Performs other duties as assigned and which are deemed necessary or desirable by NAPI.

III. POSITION AUTHORITIES AND ACCOUNTABILITIES:

General:

Position has a moderate 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 moderate 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 work schedules for the Department will result in an inability to meet deadlines and will delay the completion of records and other projects.

Budgetary & Financial Resources Accountability:

Position has moderate level of accountability for budgetary or financial decisions, and decisions will have a high degree of 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 moderate 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 no 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 Native Plants Coordinator works under general supervision of the Conservation Manager. Employee performs moderate level, complex management work, and performs a moderate level of analysis and problem-solving with a high degree of independence and discretion.

Supervision Exercised:

The Native Plants Coordinator has limited supervisory authority or responsibility; although the Native Plants Coordinator may retain functional authority over specific projects or areas of responsibility as specified in this Job Description or otherwise delegated by the Conservation Manager.

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:

- High School Diploma, GED, or High School Equivalence
- Certificate in Agricultural, Botany, Horticulture, Environmental Science, or directly related field.

Preferred:

- Associate's degree from an accredited two-year college or university in Agricultural, Botany, Horticulture, Environmental Science, or directly related discipline.

Substitution:

- One (1) year of FLSA non-exempt level experience in agriculture and/or leadership may be substituted for the Associate'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, 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 raw materials, production, processes, quality control, costs, and other techniques for maximizing the effective distribution of goods.
- Knowledge of principles and processes for providing customer and personal services.
- Knowledge of customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of principles and methods for showing, promoting, and selling NAPI products.
- Knowledge of plant organisms, their functions, and interactions with each other and the environment.
- Knowledge of techniques and equipment for planting, growing, and harvesting food products for consumption, including storage/handling techniques.
- Knowledge about proper use of GPS/GIS systems.
- Knowledge in company policies and procedures in issuing disciplinary actions, coaching, or resolving conflict.
- Skill in planning, organizing, directing, and coordinating.
- Skills to read, analyze, and interpret highly complex documents.
- Skill in considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Skill in analyzing information and evaluating results to choose the best solution and solve problems
- Skill in active listening as this position communicates with all levels of company employees.
- Skill in self-management; to manage one's own time and the time of others.
- Ability to report to work on time, as scheduled, every day.
- Ability to follow all food and safety requirements.
- Ability to demonstrate safe work habits and promote safe working environment.
- Ability to develop one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Ability to keep up-to-date technically and applying new knowledge to your job.
- Ability to be sensitive to other's needs and feelings and being understanding and helpful on the job.
- Ability to communicate with people outside the organization, representing NAPI to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or email.
- Ability to be reliable, responsible, honest, ethical and dependable in fulfilling obligations.
- Ability to speak in public.
- Ability to use a computer and computer programs that include search engines, data queries, and assimilate printed information.
- Ability to communicate effectively orally and in writing in English. Navajo language is helpful.
- Ability to be detail-oriented and thorough in completing tasks.
- Ability to be persistent in the face of obstacles and being able to accept criticism and dealing calmly and effectively with high stress situations.
- Ability to be pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Ability to be open to change (positive or negative) and to considerable variety in the workplace.
- Ability to be available during various working hours during harvest season to meet deadlines.
- Ability to operate a Company Vehicle.
- Ability to thrive in a fast-paced and pressured environment and must be able to shift to other functions and priorities as needed.
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Certification, Licenses and Registrations:

- Must have and maintain a current New Mexico, or Arizona driver's license, must have and maintain a 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
- 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:

- Moderate to significant physical demand is required to perform the work; an employee in this position works primarily in the fields, in all weather conditions. At times, this position requires working in an office or warehouse.

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 moderate hazardous conditions exist 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."

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's Name

Witnessed by:

_____ NAPI Representative Signature Date

_____ Print NAPI Representative's Name and Job Title