



NAVAJO AGRICULTURAL PRODUCTS INDUSTRY (NAPI)
POSITION DESCRIPTION

JOB TITLE:	CHIEF EXECUTIVE OFFICER	JOB CODE:	
		PAY GRADE:	
DEPARTMENT:	Chief Executive	PAY STATUS:	Full-Time / Salaried
REPORTS TO:	NAPI Board of Directors	REGULAR/SEASONAL:	Regular
APPROVED BY:	<i>Bentley & John</i> , Human Resources Manager	DATE APPROVED:	4/24/2018

I. POSITION FUNCTION SUMMARY:

Under the direction of the NAPI Board of Directors, the Chief Executive Officer (CEO) is primarily responsible for managing the overall operations and resources of the Navajo Agricultural Products Industry (NAPI), a large multi-faceted tribally-owned agricultural business enterprise engaged in the production and marketing of agricultural commodities, and acting as the main point of communication between the NAPI Board of Directors and corporate operations. The CEO is responsible for setting strategy and direction for NAPI in accordance with its purpose, modeling and setting NAPI's culture, values and behavior, building and leading the NAPI Management Team, and allocating capital to NAPI's priorities.

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.

Management Duties & Responsibilities. The CEO shall:

1. Assume all responsibilities, tasks, and functions identified or necessarily implied in Article 9 of NAPI's approved Plan of Operation (incorporated herein by this reference), as it may be amended from time to time.
2. Comply with all laws, regulations and policies of the Navajo Nation, including preference in employment (Navajo Preference in Employment Act) and contracting for Navajos (Navajo Business Opportunity Act).
3. Communicate effectively with the NAPI Board of Directors, and implement its directives.
4. Oversee the development, modification or updating, and implementation of NAPI's strategic plans and initiatives.
5. Display the highest degree of professionalism at all times and remain abreast of best industry practices and trends through training and continuing professional education.
6. Ensure the profitable operations and long-term stability and sustainability of NAPI.
7. Actively direct the operations of NAPI, execute the general policies and strategies approved by the NAPI Board of Directors, evaluate periodically NAPI's organizational structure, and assign overall responsibilities to NAPI's various business and managerial units.
8. Actively observe and/or oversee field production activities on the NAPI Farm, provide effective guidance and direction to staff in the field, and ensure objectives and deadlines are met.

9. Plan, prepare, organize, implement, direct, coordinate, control, evaluate, and report to the NAPI Board of Directors regarding the plans and strategies, operations, vertical integration initiatives, performance, and budgets of NAPI, and compliance therewith.
10. Oversee and/or coordinate with the Chief Operating Officer, crop managers (as appropriate), and NAPI's affiliated companies marketing research, plans and implementation, identify target markets and potential new markets and products, and update and modify NAPI's marketing efforts in conformity with trends and industry projections, NAPI's capabilities and initiatives, and best industry practices.
11. Hire, discipline as appropriate (informally or formally), effectively supervise and direct the activities of, periodically evaluate, and reward as appropriate the professional staff reporting to the Chief Executive Officer, as reflected on NAPI's organizational chart, as it may be modified from time to time, and any other personnel whom he or she deems it appropriate to supervise on a case-by-case basis, and have and exercise ultimate authority over all NAPI employees, including handling of grievances with the Human Resources Manager as appropriate in accordance with NAPI's policies and procedures.
12. Exemplify and inculcate in all NAPI employees a genuine commitment to customer service and satisfaction; the highest quality operations and products; the highest degree of integrity, honesty, and loyalty; and dedication to the mission and goals of the NAPI enterprise, as set generally by the Navajo Nation Council, Resources and Development Committee and the NAPI Board of Directors.
13. Comport him or herself at all times in a manner that reflects positively on NAPI and the Navajo Nation, and is consistent with sound public relations.
14. Periodically evaluate, update, implement, and adhere to all NAPI policies and procedures, and recommend modifications thereto to the Board of Directors.
15. Ensure the highest standard of stewardship of NAPI and Navajo resources and property and ensure proper rotation of crops to maximize yield, optimize quality, and protect the long-term productivity of the land.
16. In conjunction with the Chief Financial Officer, oversee and direct the planning for, implementation of and maintenance of NAPI's systems and procedures for accounting, financial reporting, budgeting, and related financial functions.
17. Work with appropriate Navajo Nation and Federal Officials to ensure that the purpose and intent of the legislation authorizing the Navajo Indian Irrigation Project ("NIIP") are fulfilled as promptly as feasible.
18. Facilitate the integration of NAPI into the fabric of the Navajo and local communities by using effective marketing and communications activities.
19. Act as an advocate, within the public and private sectors, for issues relevant to NAPI, its services and shareholders.
20. Listen to clients, volunteers, donors and the local community in order to improve services and generate community involvement.
21. Assure community awareness of NAPI's response to community needs.
22. Serve as chief spokesperson for NAPI assuring proper representation of NAPI to the community and the general public.
23. Initiate, develop, and maintain cooperative relationships with key shareholders.
24. Work with legislators, regulatory agencies, volunteers and representatives of the Navajo Nation to promote legislative and regulatory policies that encourage a healthy community and address the issues of NAPI's shareholders.

Supervisory Duties and Responsibilities. The CEO shall:

25. Manage and supervise the NAPI employees in accordance with applicable laws and regulations; and NAPI's policies, guidelines, and the Navajo Preference in Employment Act.
26. Lead, direct and supervise reporting personnel including work procedures, workloads and work schedules by directing the workflow in such a manner as to promote productive efficiency of employees.
27. Identify the developmental needs of NAPI employees and coach, mentor, train, or otherwise help others to improve their knowledge or skills.
28. Manage performance of NAPI employees; including but not limited to, conducting employee performance reviews for assigned staff, properly documenting corrective action, performance improvement plans, and disciplinary actions, and salary adjustments in accordance with NAPI's Policies and Procedures.

29. Ensure a safe working environment, and oversee compliance with applicable OSHA and other laws, regulations, and work rules concerning the environmental safety and health of employees; assist with accident/injury investigations as directed by the Safety or Human Resources Department.
30. Establish an effective flow of communication and information to ensure that problems are handled in accordance with NAPI's Policies and Procedures and ensure that support is provided to the staff as needed.
31. Observe, receive, and otherwise obtain information from all relevant sources; handle complaints, settle disputes and resolve conflicts or otherwise negotiate with others, and prepare reports of findings, in accordance with NAPI's Policies and Procedures.

Other. The CEO shall also:

32. Work collaboratively, cooperatively, and in coordination with fellow team members and with others in the organization, treat them with respect, courtesy and consideration, and demonstrate understanding and provide the appropriate support for other team members to help get the job done.
33. Provide information, guidance and resources to diverse groups of customers, clients and others outside of the organization; treat them in a friendly manner with professionalism, helpfulness, respect, courtesy and consideration at all times regardless of circumstances.
34. Maintain regular, dependable attendance and punctuality, and physical presence at the assigned worksite; interact directly with people at the worksite on a regular basis.
35. Comply with all applicable environmental health and safety policies, procedures and work rules to maintain the overall health and safety of the incumbent, co-workers, and the general public.
36. Perform such other duties as may be assigned from time to time which are deemed necessary or desirable by the NAPI Board of Directors.

III. POSITION AUTHORITIES AND ACCOUNTABILITIES:

General:

Position has a high level of 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 NAPI. Failure to establish and monitor work schedules for NAPI 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 of impact on resource utilization within NAPI; responsible for a moderate level of impact on an operating budget for NAPI.

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 NAPI 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 CEO works under general supervision of the NAPI Board of Directors. 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.

Supervision Exercised:

The CEO has supervisory authority over all assigned staff, with proper delegation to other supervisors within NAPI. The CEO determines work procedures, schedules and priorities. The CEO may retain functional authority over specific projects or areas of responsibility as specified in this Job Description or otherwise delegated by the NAPI Board of Directors.

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 Agricultural Business, Agricultural Economics, or directly related discipline.
- Ten (10) years progressive experience in agri-business, agronomics, marketing, logistic, and administering contracts. Managerial experience in an agricultural environment highly preferred.

Preferred:

- Master's degree from an accredited four-year college or university in Agricultural Business, Agricultural Economics, or directly related discipline.

Substitution:

- Five (5) years of Fair Labor Standards Act (FLSA) exempt-level experience in agricultural business and management may be substituted for the Bachelor's degree requirement.

Navajo Preference:

Navajo preference shall be applied in accordance with the Navajo Preference in Employment Act (NPEA). It is NAPI's goal and intention to strictly adhere to the NPEA in all employment practices and hire qualified Navajo Personnel for all positions. Navajo preference is mandatory.

Language Requirements:

Required:

The ability to read and write English is required for this position 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 NAPI 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 business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of operations management principles involved in designing and controlling the process of production and redesigning business operations in the production of goods and services.
- Knowledge of the discipline of managing processes as the means for improving business performance outcomes and operational agility, spanning across organizational boundaries, linking together people, information flows, systems and other assets to create and deliver value to customers and shareholders.

- Knowledge of quality assurance and control principles that relate to crop production, which may include standards and certification for traceability, production methods, transport and supplies, including knowledge of shelf life, temperature control, and packaging of perishable food products.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, personnel information systems, and familiarity with the Navajo Preference in Employment Act.
- Knowledge in basic education and training to include principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of economic and accounting principles and practices of financial markets, banking and the analysis and reporting of financial data.
- Knowledge of principles and methods for showing, promoting, and selling products or services, including marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- Knowledge of accounting, budgeting marketing, negotiation.
- Knowledge about proper use of GPS/GIS systems.
- Skill in planning, organizing, directing, and coordinating.
- Skill in leadership, management, and supervision.
- Skill in training, coaching, and developing skills of assigned personnel.
- Skill in reading, analyzing, and interpreting highly complex documents.
- Skill in analysis and interpretation of financial data, and in preparation of financial reports, statements and/or projections.
- Skill in active listening as this position communicates with all levels of company employees, Board of Directors, customers, and local governments.
- Skill in analyzing information and use logic to address work-related issues and problems.
- Skill in self-management; to manage one's own time and the time of others.
- Skill in negotiating effectively with other businesses and individuals seeking to do business with NAPI or on NAPI land or otherwise using NAPI assets or resources.
- Skill in making sound business decisions in a timely manner, after locating and applying appropriate data and other input.
- Ability to engender teamwork among subordinates, the Board of Directors (as appropriate), and others working on behalf of NAPI.
- Ability to organize people and resources to conceptualize and/or implement complex tasks, plans, and strategies.
- Ability to manage human resources by motivating, developing and directing people as they work, identifying the best people for the job.
- Ability to communicate effectively with Navajo Nation, Federal, and appropriate state or county governmental officials, committees and other governmental bodies, including Chapter House officials.
- Ability to keep abreast of trends in the agriculture business, including environmental requirements and trends.
- Ability to develop, analyze, and interpret production schedules.
- Ability to speak in public.
- Ability to use a computer and computer programs is required.
- Ability to use search engines, data queries, and assimilate printed information.
- Ability to communicate effectively orally and in writing in English. Navajo language is helpful.
- Ability to effectively lead, manage, supervise, coach, motivate, and develop assigned staff.
- Ability to be self-directed, developing one's own way of doing things, guiding oneself with little or no supervision.
- Ability to communicate effectively both orally and in writing, information and ideas, so others will understand.
- Ability to be reliable, responsible, and dependable in fulfilling obligations.
- Ability to be careful about detail and thorough in completing tasks.
- Ability to be persistent in the face of obstacles and being able to accept criticism and deal calmly and effectively with high stress situations.
- Ability to be pleasant with others on the job and display a good-natured, cooperative attitude.

- Ability to be open to change (positive or negative) and open to considerable variety in the workplace.
- Ability to identify key policy issues and make recommendations to the Board of Directors.
- Ability to communicate in writing in order to develop and issue regulations, instructions, policy interpretation and guidelines.
- 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 a NAPI-insurable driving record, and must provide proof of current liability insurance meeting or exceeding State-required minimum coverages.
- First Aid, CPR, and 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 the NAPI Board of Directors.

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, devoting approximately 80% of the work day in the office, while a minimum of 20% is spent observing field production activities on the NAPI Farm, providing effective guidance and direction to staff in the field, and ensuring objectives and deadlines are met.

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 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.

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 <u>Employee Policies and Procedures Handbook</u> , 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