



Ho-Chunk Nation

Job Description



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| TITLE: Agriculture Research & Education Division Manager | | JOB CODE: AGRE |
| Government Employee | | EEO: 2 |
| Exempt | | PAY GRADE: 17 |
| Flex | FUNDING SOURCE: Grant/ARPA/ NPD | HO-CHUNK PREFERENCE |

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The Agriculture Research and Education Division Manager position is for an individual who possess strong leadership skills, which include communication, supervisory and project management skills. This position will oversee the Agronomist, Community Education Specialist and additional staff. This position will be the primary source of research based knowledge and tracking of current trends within the industry. The Agriculture Research & Education Division Manager will create and maintain a departmental digital storage data base, along with coordinating alternative funding sources for department to provide cost saving benefits for staffing and operation needs.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Must have managerial, organizational, accounting, computer, management and strong communication skills.
2. Develop an agriculture crop strategic plan with clear objectives, long and short term goals, formulating policies and procedures, while maintaining division budget.
3. Maintains communication with industry officials, executives, regulatory authorities on a regular basis internally and externally. ie: USDA, FSA, UW-Extensions, etc.
4. Provide, maintain and train proper safety and health requirements to remain in compliance of all industry laws and regulations.
5. Must possess advanced mechanical knowledge and agriculture-related machinery for acquisition and maintenance requirements.
6. Communicates, prepares, and recommends industry knowledge for community members and community based events to provide tools for healthy food options.
7. Other duties as assigned.

JOB RESPONSIBILITY

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| Job Reports to | Supervisor – Executive Director of Agriculture |
| Leadership Accountability | Developments and maintains communication with internal and external individuals by providing guidelines and policies. |
| Supervisory Accountability | Provides clear objectives for staff to follow and provides training opportunities while following the industry safety standards. |
| Organizational Accountability | Report and analyze data on food systems and provide recommendations to improve crop yields. |
| Financial Accountability | Manages operating budget, approves expenditures, and seeks costs saving options through grants writing. |
| Customer Accountability | Shares food system knowledge and recommendations for individuals or community based events. |



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| Employee Accountability | Sets policies and procedures, operates with significant independence and is willing to assist staff members and community members. |
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MINIMUM QUALIFICATIONS

EDUCATION:

1. Bachelor's Degree in Agriculture Science, horticultural, or equivalent.
2. Master's Degree in Agricultural Science, Agri-Business, or Horticultural is preferred.

ESSENTIAL:

1. Possession valid driver's license, and proper insurance.
2. OSHA First-aid and CPR compliant.

EXPERIENCE:

1. Minimum of no less than five (5) years of experience in agriculture.
2. Must have three (3) years of experience with agricultural equipment and technology.
3. Prior supervisory experience of three (3) years is required.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Managerial, computer, organization, writing and verbal skills.
2. Maintain knowledge of policies, regulation and grant opportunities through the United States Department of Agriculture (USDA), the Bureau of Indian Affairs (BIA), and the Natural Resource Conservation Service (NRCS).
3. Must have strong analytical and decision making skills.
4. Some knowledge of the Ho-Chunk Nation government structure, programs and traditions as they apply to agriculture.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment by providing staff with policies and procedures.
2. The division manager ensures that all employees of the division receive appropriate training, clear objectives, and understand all of the applicable industry standards.

WORKING CONDITIONS

1. Varies indoor and outdoor
2. Field work requires working in a variety of weather conditions
3. This position demands frequent walking, sitting, bending, and lifting for extending periods of time. See physical demands worksheet for further details.
4. Must be able to travel to worksites, possible overnights.