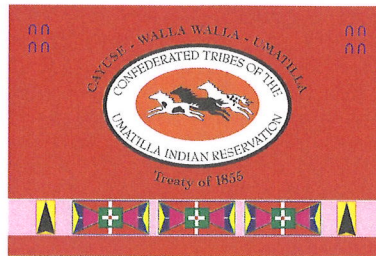


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



REVISED

***Note: updated closing date**

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Assistant Farm Manager

SALARY: Pay Range: 10
\$65,000 to \$80,000 annual DOE/DOQ

DEPARTMENT: Department of Economic and Community Development

LOCATION: Marlowe Rd./46411 Timíne Way, Mission, Oregon

EMPLOYMENT STATUS: Full Time with benefits package
Exempt

SUPERVISED BY: Farm Manager

OPENING DATE: September 3, 2024

CLOSING DATE: **Open until filled, review September 20, 2024**

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

Tribal Farm Assistant Manager is responsible for working under the direction of the Farm Manager for management and oversight of Tribal agricultural lands. The Assistant Farm Manager plays a supportive role in the smooth running of agricultural operations, ensuring that the farm's daily activities and administrative functions are carried out efficiently. The position involves collaborating closely with

the Farm Manager to implement the farm's strategy, manage resources, and optimize productively. Overseeing various tasks, from planning and crop management to staff supervision and equipment maintenance, the Assistant Farm Manager contributes to achieving Tribal Farm's short and long-term goals. Responsibilities may also include working with appropriate departments to control noxious weeds on the Reservation and oversight of the Tribes grain facility as directed by the Farm Manager.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Maximize profits of the Tribal farm operation by utilizing Tribal agricultural lands and operating business within approved budgets.
2. Oversee daily operations of the farm, including planting, irrigation, harvesting to ensure efficiency and productivity.
3. Coordinate with the Farm Manager to develop and manage the farm budget, including tracking expenses and forecasting needs.
4. Maintain and repair farm equipment and infrastructure, scheduling regular maintenance and addressing any malfunctions promptly.
5. Supervise farm workers with Farm Manager including hiring, training and assigning tasks to ensure high quality work and adherence to safety standards.
6. Monitor environmental and weather conditions to make timely adjustments to farming practices ensuring crops well-being.
7. Research and apply sustainable farming practices to enhance soil health, conserve water and reduce the farm's environmental footprint. Coordinates the development of a business plan for the Tribal Farm operation including setting goals, objectives, and preparing budgets.
8. Works with Farm Manager to purchase necessary farm equipment by researching a variety of options considering debt service and maintenance costs.

SUPERVISORY AUTHORITY: Determined by Farm Manager

SIGNATORY AUTHORITY: Yes, for Petty Cash, Purchase Requests. In Manager's absence, timesheets and leave slips.

ACCESS TO SENSITIVE AREAS: None

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Major in Agricultural Science or Business with a focus on agriculture and at least 5 years of experience in the agriculture business.
2. Two-year college degree in agribusiness or related field and 7 years farm management.
3. High School Diploma and 10 years farm management experience.
4. Work with respect to the safety of oneself and other team members around the farm.
5. Understanding of the agriculture business including crop insurance, selling crops, futures, and USDA Farm programs.
6. Ability to assist in the preparation of budgets, business and marketing plans, and management of operating expenses while having an emphasis on profitability and diversification of revenue streams.
7. Must have excellent communication and customer service skills working with customers.
8. Must have a valid driver's license. CDL preferred or ability to obtain one and meet Tribal insurance requirements.

9. Pesticide Applicators License preferred or ability to obtain one within a one-year period.
10. Experience operating precision agriculture technology, ability, and willingness to adapt to unconventional farming opportunities and use of Regenerative Farming practices.

PHYSICAL DEMANDS:

1. Able to lift 80 pounds
2. Ability to work long hours in all weather conditions.
3. This may include extensive long workdays during harvest, preparation of fields for planting or other critical times of farm production.
4. Able to sit for long periods of time operating tractors and harvesting equipment.
5. Able to work unsupervised and in remote locations for extended periods of time.
6. Willing and able to work flexible schedule evenings, weekends.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employees hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer

is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR’s Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, the application package must be post marked by the closing date.



Approved: Patricia Farrow, Sr. Staffing & Recruitment Specialist



Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date