

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
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*****Vacancy Announcement*****

POSITION: Director

Program: Agriculture

Department: Business

LOCATION: TBD

ISSUE DATE: September 8, 2022 **CLOSING DATE:** September 22, 2022

The Director of the Agriculture Program shall be under the direct supervision of the Department of Business, Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The essential functions include, but are not limited to the following:

- Developing and implementing an innovative 1-,3-, and 5-year Agriculture program strategy with a clear focus on agriculture crop/land management and livestock operations throughout Cheyenne-Arapaho farm lands;
- Providing strong leadership and general management functions to create a high-performing environment for staff to flourish and deliver;
- Monitoring and steering financial performance for the Agriculture and Livestock sector to produce results that allow the overall Agriculture program to be self-sustaining and ensure profit in accordance with projected financial targets as exhibited with quarterly and annual reporting;
- Monitor administrative processes to ensure completion of reports, supplies purchased, routine livestock health program, and routine equipment maintenance is completed;
- Building and maintaining sound and productive working relationships with Suppliers, Customers, Agents and Key Players within the industry;
- Representing the interest of the Cheyenne and Arapaho Tribes in its dealings with external stakeholders;
- Maintain current and historical crop production records, livestock records, and rangeland health records;
- Ensuring compliance with government regulations and health and safety standards as required by various Federal, State, Tribal, private, and educational entities;
- Keeping an up-to-date knowledge of pests and diseases;
- Desire to work with other tribal programs to ensure best practices are established to maintain sound environmental policy and safe work environment;
- Must be available to work outside of normal business hours and able to work in all types of weather condition;
- High level of integrity and credible player in agriculture program development.

QUALIFICATIONS:

- Knowledgeable and experience in farm and ranching operations
- Knowledgeable and experience in livestock operations
- Knowledge of soil health applications and techniques
- Bachelor's Degree in Animal Science
- Experience of 10 years or more
- Must be dependable
- Must be physically fit and able to lift a minimum of 75lbs or more
- Valid Oklahoma driver's license
- Working knowledge of the hazards and safety precautions common to farm equipment operations
- Effective written and verbal communication
- Ability to establish effective working relationships with other employees, supervisors, and the public
- Ability to operate machinery, tools and equipment
- Ability to pass Background Check
- Ability to pass Drug Screen

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

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To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov