



Yurok Tribe

Job Description

JOB TITLE:	Food Sovereignty Program Manager		
JOB GRADE:	11	REPORTS TO:	Environmental Director
STATUS:	Exempt	LOCATION:	Klamath/Weitchpec
DEPARTMENT:	Environmental Department	DIVISION:	Natural Resources
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$67,516.80-\$88,088.00		

POSITION SUMMARY:

Under the general direction of the Environmental Director, the Food Sovereignty Program Manager will assist in the oversight, development, and implementation of the Tribe's Food Sovereignty Program. The Manager will supervise the daily program activities of Food Sovereignty Program staff to ensure timely and successful completion of all Food Sovereignty Program grants, reports, work plans and objectives.

DUTIES AND RESPONSIBILITIES:

1. Responsible for building and developing the Yurok Tribe Environmental Department's Food Sovereignty Program including (but not limited to) farm to school efforts, gathering and disturbing traditional foods, food preservation/inspection, marketing and developing a comprehensive food sovereignty strategic plan for the Yurok Tribe.
2. Prepares and submits for review progress reports of the approved work plans for the funded projects.
3. Directs and supervises staff engaged in fieldwork involving and management of the Food Sovereignty Program.
4. Provides information and assistance to other departments or divisions regarding food sovereignty and other applicable environmental information.
5. Collects information generated by other Department staff or by multi-agency task forces in the area of food sovereignty and agriculture and utilizes that information for the formulation of the Food Sovereignty Program and associated policies.
6. Prepares a variety of analytical and program reports and makes effective verbal and written presentations or prepares material for presentation to the Environmental Director.
7. Supervises field surveys and investigations on the Reservation related to the function of the Food Sovereignty Program and its environmental efficacy.
8. Identifies and prepares funding proposals and grant applications for the Environmental Department.
9. Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

The Food Sovereignty Program Manager performs the full range of supervisor duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment, and capability of employee. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction, and guidance to subordinates on work matters. Develops staff career development plans designed to improve the job-related effectiveness of each departmental employee. Reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.

MINIMUM QUALIFICATIONS:

1. Knowledge of research and methodology commonly used to assess environmental health, and to classify or identify sources of environmental pollution or factors contributing to environmental degradation as it is related to agricultural practices, traditional land management and food sovereignty.
2. General knowledge and practice in data collection and analysis techniques, and in formulating regulatory procedures and qualitative standards.
3. General knowledge about ecosystem function and how it relates to food sovereignty and traditional land management practices.
4. Practice in evaluating the negative impacts of environmental degradation from a cultural or social perspective.
5. Ability to understand and apply federal laws, regulations, policies, procedures, and program standards in the Program development and in accomplishing the goals of the program. Familiar with the applicable federal laws administered by EPA, USDA and CDFA on Indian Reservations.
6. Ability to research, analyze, and summarize data using a variety of computer models and technical software applications; possess technical competence in computer use.
7. Able to prepare clear, concise, and complete technical documents, reports, correspondence, and other written materials.
8. Ability to make oral presentation of technical recommendations.
9. Skill and experience in supervision of professional and technical staff.
10. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture, and values.
11. Valid State issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.

EDUCATION/EXPERIENCE:

1. A Baccalaureate Degree in Environmental Science, Natural Resource Management, Agriculture or a closely related discipline, and five to six years of progressively responsible experience.
2. Candidates with equivalent combinations of education, training and experience will be considered.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, and use hands and finger, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date