



Yurok Tribe

Job Description

JOB TITLE:	Food Procurement Specialist		
JOB GRADE:	7	REPORTS TO:	Food Procurement Coordinator
STATUS:	Non-Exempt	LOCATION:	Klamath/Weitchpec
DEPARTMENT:	Environmental Department	DIVISION:	Natural Resources
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$22.70-\$29.62		

POSITION SUMMARY:

The Food Procurement Specialist (FPS) is a multi-discipline environmental professional position. The position is entirely grant funded and grant writing is an important and necessary function. The FPS may be assigned to any of the following environmental areas depending on the Tribe's need, funding source, and the individual's expertise: water quality, hydrology, air quality, solid waste management, pesticides, underground storage tanks (USTs), cultural resources, NEPA/environmental review, permitting/inspection, environmental education, data management, food forest/garden/farm creation and maintenance, youth environmental education, traditional food procurement and processing, food rescue and delivery, and food preservation education, implementation of traditional land management practices and/or administration. The current position is within the Food Sovereignty Program and will focus on food procurement and distribution.

DUTIES AND RESPONSIBILITIES:

1. Coordinate with local and traditional food producers to purchase and distribute food to Yurok Tribal Members.
2. Interact with other Tribal departments, tribal members, local and traditional food producers, and outside agencies as necessary and appropriate with guidance from supervisors.
3. Data entry, analysis and reporting to funding agency requirements and standards. Field work and documentation of environmental issues on the Yurok Indian Reservation related to food sovereignty, procurement, and distribution.
4. Develop and implement quality assurance/quality control documents and procedures for information collected.
5. Assist the Food Procurement Coordinator in identifying and pursuing funding and other resources necessary to meet the mission and objectives of the Department.
6. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 7: Highschool diploma or GED with four years specified experience. Employees must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
2. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

Supervise Environmental Technicians, Ameri-Corps Volunteers, and interns as directed by supervisors.

MINIMUM QUALIFICATIONS:

1. Academic education, formal training and/or work experience leading to a working knowledge of the objectives; principles, practices, standards, procedures, theories of environmental analysis; technical field work.
2. General knowledge and practice in data collection and analysis techniques, and in formulating qualitative and quantitative standards.
3. Ability to understand and apply federal and Tribal laws, regulations, policies, procedures, and program standards in the environmental assessment and planning process.
4. Able to prepare clear, concise, and complete technical documents, reports, grants and other written materials.
5. Skill and experience in functioning as a member of a technical workgroup or in a multi-disciplinary team environment.
6. Able to exercise sound independent judgment within established guidelines and protocol.
7. Must be willing to travel frequently on the remote areas of the Yurok Reservation.
8. Must be willing to travel, successfully complete assigned training, and attend evening or weekend meetings as required.
9. Experience carrying out grant objectives for a Tribal government.
10. Above average computer skills, GIS, GPS experience a plus.
11. Familiar with the Yurok Reservation and culture.
12. Experience working with various federal, state and local agencies.
13. Willingness to complete assigned training as part of career development.
14. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

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, use hands and fingers, 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