

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: June 5, 2024
FROM: Human Resources Department
RE: Agriculture Director

The Human Resources Department is currently taking applications for a full-time Agriculture Director. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at www.tunicabiloxi.org and click on 'Government' located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until, June 12, 2024 at 4.00 p.m.

Date and hour posted: _____: _____. m.

Date and hour removed: _____: _____. m.

Attachment: job ad



JOB DESCRIPTION

Job Title: Agricultural Director	Department: Agriculture
Reports to: Tribal Administrator	Employment Status: FT Regular
Classification: exempt	Salary Range: \$60-75k
Supervisory Status: Supervisory	Revision Date: 5/3/24

Summary

The Tunica-Biloxi Tribe of Louisiana (TBTLA) is searching for an Agriculture Director with the knowledge and expertise to make our agriculture department a success by managing all operations, grants, programs, and services related to agriculture. The right candidate to join our team must have the knowledge and experience to plan, implement, evaluate, and maintain the goals and objectives of an effective agriculture department. The Director must be able to work independently, be organized, be able to prioritize, meet deadlines and maintain records. The Director will be responsible for overall management of the agricultural department which is not limited to farming, food sovereignty initiative, resource management, cattle ranching operations, livestock, etc. Outstanding candidates are keen problem solvers who are focused on efficiency and who stay abreast of developments in agriculture science and carrying out visions of the Tribal Council. The Director will also focus on funding opportunities including local, Tribal, State, Federal and other to develop relationships and support for longevity and growth of the program. The Director will manage the TBTLA Agriculture Coordinator and any other staff related to agriculture projects. A successful agriculture department will create opportunities for our Native American community by creating and implementing a food sovereignty and security program with a focus on indigenous foods and cultural traditions.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Create long range development plans and vision statement for the Tribe's department of agricultural program
- Develop and manage policies, goals, objectives and budget for each program and action plan for execution including technical, educational and outreach support as required
- Develop and nurture relationships with agricultural community, including local farmers and producers, ranchers, colleges and universities, local, state and federal agencies to develop line of support and opportunities for agriculture
- Overall management of organic farm production and daily operations including analyzing the existing operations and recommending/implementing improvements and certification as an official organic farm
- Preparing plans and schedules for planting, harvesting, inspecting crops, performing tests on soil and water, ensuring seeds, fertilizers, pesticides, and other supplies are regularly restocked, and scheduling repairs, operation, maintenance, and replacement of equipment and machinery

- Manage ranching operations including development of livestock programs
- Assist in managing the Youth Agriculture Program created to educate and explore the field of agriculture through tailored curriculum and hands-on experiences
- Implement and manage USDA Food purchase program including contracting and food distribution
- Implement and manage Wildlife and Fisheries Rivercane and Longleaf Pine program
- Research, apply for, report and manage all grants related to agriculture including managing existing awards
- Manage agricultural staff including development and hiring duties
- Advise the Tribal Administration on issues and opportunities related to agriculture
- Participate in meetings related to departmental and program development
- Field work as required for development of program(s)
- Prepare reports/analysis as required to fulfill program obligations and updates
- Enhance opportunities for the Tunica-Biloxi tribe and Tribal Citizens by utilizing TBTLA properties and assigned lands that could further develop program for the Tribe and increase the quality of life for the Tribal community
- Coordinate with Land Director for land resource management / infrastructure development for agriculture
- Employment continuation dependent upon Grant Funding for position
- Other duties as assigned

Required Qualifications

Education:

Bachelor's Degree in Agriculture Science, or related field, plus five (5) years of relevant experience in an agriculture industry. Preferred: Master's degree in agriculture or natural resources field

Must have the knowledge and understanding of farming practices, crop production, soil fertility, personnel management, administrative skills and economics.

Must be knowledgeable in agriculture production methods, have the ability to make sound financial decisions, and have strong communication and interpersonal skills.

Must have the ability to create and maintain a safe and efficient work environment, while ensure compliance with all relevant regulations and laws.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Certificates and Licenses: Valid driver's license

Supervisory Responsibilities: Manage department employees, critical thinking skills

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet or humid

conditions (non-weather); work near moving mechanical parts and outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires walking, standing, bending and sitting for long periods of time. The employee must be able to lift up to 50 pounds unassisted. Candidates must have good eye and hand coordination.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.
Proof of tribal citizenship is required to be deemed preference eligible.**