

# SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

(928) 475-2361 ❖ Fax (928) 475-2296

Terry Rambler  
Tribal Chairman



Dr. John Bush  
Tribal Vice-Chairman

## JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
# 13-038	November 28, 2012	December 28, 2012
POSITION TITLE AND DEPARTMENT	SALARY	
General Farm Manager Tribal Farm	DOE	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE  
(Applications must be received in the Human Resources Office by close of business on the closing date)

### CONDITIONS OF EMPLOYMENT:

- Regular Full Time position. (Exempt).
- Applicant must have a valid driver's license.
- Applicant will be subject to a local/Tribal and State background check.
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

### DUTIES AND RESPONSIBILITIES:

As a General Farm Manager under the direction of the Tribal Farm Board, the General Farm Manager provides strategic enterprise management of the San Carlos Apache Tribal Farm in the profitable utilization of water, land, labor, equipment, facilities and capital. Represents the Tribal Farm Board to the San Carlos Apache Tribal Council and receives policy decisions from the Farm Board concerning all matters that can and may affect the interests of the San Carlos Apache Tribal Farm Operation. Is responsible for managing and maintaining Tribal Farm budgets and finances while overseeing and directing administrative support functions within the Farm office. Direct research and analysis of the San Carlos Apache Tribal Farms' market environment, strengths and weaknesses, and identification of target markets and product. Development of San Carlos Tribal Farm enterprise strategic business and organizational growth plans. Strategize and plan the continual incremental development of the San Carlos Apache Tribal Farm through tribal resources, grant application and other funding sources. The GFM is responsible for crop production throughout the growing season to include management of daily field activities such as irrigation, spraying, cultivation etc., and the direct oversight of Tribal Farm employees to include educating them in farming techniques, machine maintenance and operations, and farm management. Direct the planning and implementation of crop production that promotes profitability and effective administrative support functions. Develop, revise and maintain policies and procedures. Is responsible for overseeing infrastructure development for future Farm operations. Maintain strict confidentiality and perform any other duties as assigned.

### QUALIFICATION REQUIREMENTS:

Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's degree or higher degree that includes a major field of study in Business Management, Agriculture or closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

In addition to meeting the basic requirements above, candidates must have had five (5) years of specialized experience.

Specialized experience is experience in Farm Management or in a job related field which demonstrates the knowledge, skill and abilities to perform the duties of the position. Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".

Physical Requirement: Must be in good physical condition to endure long working hours during the planting, harvest and irrigation seasons.

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of computers and their applications.
2. Skills in negotiation and salesmanship.
3. Ability to provide leadership and coordination.
4. Ability to communicate effectively both orally and in writing.
5. Ability to prepare and write reports in a clear and concise manner.
6. Ability to work as a team leader with staff including Tribal Farm Board members.
7. Ability to understand agricultural economics, management and marketing.

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**OTHER IMPORTANT INFORMATION:**

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many ***tribal members*** as possible in tribal positions. Therefore, all other qualifications being equal, ***tribal members*** will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
  1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
  2. Enrolled member of the San Carlos Apache Tribe
  3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
  4. Other Native American
  5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
  6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to ***tribal members***. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

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HUMAN RESOURCES OFFICE CLEARANCE:

/s/ Barbara Ayze  
Human Resources Assistant

November 28, 2012  
Date