



DEPARTMENT OF NATURAL RESOURCES

MISSISSIPPI BAND OF CHOCTAW INDIANS

P.O. BOX 6010

CHOCTAW, MS 39350

PHONE (601) 656-2070

FAX: (601) 650-1992

JOB ANNOUNCEMENT #213177

JOB TITLE: Horticulture Assistant II

SALARY: Grade 6

SUPERVISOR: Agriculture Extension Coordinator

LOCATION: Agriculture Extension Farmer's Market Building

TYPE OF EMPLOYMENT: Regular Full Time

OPENING DATE: SEPTEMBER 06, 2018 **SEP 06 2018**

CLOSING DATE: SEPTEMBER 20, 2018 OR UNTIL FILLED

DUTIES & RESPONSIBILITIES:

1. Assist with agricultural, conservation, and maintenance projects of the grounds and agricultural sites including but not limited to preparing soil, weeding, seeding, transplanting, irrigation, and harvesting crops.
2. Assist families with vegetable gardening (spring and fall) by providing soil preparation and information on how to get the best yield.
3. Work with Horticulture Technician, 4H program, Natural Resource Conservation Service Agent, and MSU Agriculture Extension Agent with field and educational programs.
4. Operate tractors and other equipment to perform duties. Tractors with agricultural implements and ground maintenance equipment. Skid Steer for lifting and loading projects.
5. Perform field repairs of agriculture equipment. Notify appropriate personnel of necessary more specialized equipment maintenance needs.
6. Transport farm equipment with rear towing trailers to various sites on or near tribal communities.
7. Monitor designated areas to evaluate schedule to perform ground maintenance and brush cutting projects.
8. Assist with farmer's market setup and operation.
9. Responsible for assisting with maintaining accurate inventory control and preventive maintenance on all vehicles and agricultural equipment.

10. Other duties assigned by the supervisor.

WORK ENVIRONMENT:

Majority of work time will be performed outside in all seasons.

PHYSICAL DEMANDS:

Duties will involve lifting, operating agriculture equipment in variety of terrain and brush areas, and perform mechanical repairs on vehicles and agriculture equipment. Frequently will have to climb on and off tractors and will stand and walk for extended periods of time. Push and pull to attach various farm implements. Will be necessary to stoop, kneel, and crouch whiling performing maintenance on equipment and other projects.

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Good written and verbal communication skills.
3. Familiar with operation, care, and maintenance of vehicles, tractors, agriculture equipment, and skid steer.
4. Familiar with basic agriculture site development, preparation, and maintenance practices.
5. Capable of transporting equipment with rear towing trailer.
6. Able to work some extended days during peak project seasons.
7. Able to be on-call occasionally.
8. Familiar with Tribal Communities.
9. Fluent in Choctaw and English beneficial.
10. Possess adequate transportation, driver's license, and liability insurance.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350