



TSAILE – WHEATFIELDS – BLACKROCK
 DINEH WATER USER ASSOCIATION

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 TSAILE, AZ 86556

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ORGANIZATION’S SECRETARY’S CELL NUMBER: (928) 349 - 0620

Job title	<i>Office Specialist</i>
Status:	<i>Regular, Full – Time, Non -Exempt</i>
Hours:	<i>40 hours per week;</i>
Salary:	<i>\$ 16.82 per hour</i>
Reports to	<i>Farm Manager</i>

Position Overview

Tsaile – Wheatfields – Blackrock Dineh Water User’s Board Directors is seeking a polite, helpful, responsive, experienced, creative, and enthusiastic Office Specialist to perform a variety of complex office / clerical support duties related to work unit. The work unit involves working with farmers to improve farmland production and irrigation, and with ranchers to increasing water development. The farmlands are located in three different locations, with a combine total of 1,685 acres. 85% of these farmlands have been idling more than two years. The goal is to *Revitalize Farmlands* to become a productive land where crops, vegetables, and native foods are growing. In addition, one will to work with ranchers from 3 of 6 the Range Management Unit areas to plan and implement more water development.

As result, the Office Specialist will be expected to actively participate in overall day to day operations with the office. The operation involves innovative work, which requires a thorough knowledge of a complete and specialize functions in developing, implementing, and maintaining policies, objectives, and short - and long – range strategic planning. In addition, the Office Specialist will coordinate many of the details of the programs and ensure that they are taken care of in a timely manner.

Essential Duties and responsibilities

The essential functions include, but are not limited to the following:

Competencies required

Competencies	Description of Competencies
Communication	Balancing listening and talking; speaking and writing clearly and accurately; influence other to communicate openly and honestly; keeping others informed.
Team Work & Coachability	Ability to work as a member of a team; be receptive to feedback; willing to learn new things and share knowledge and skills; embracing continuous improvement. Be part of and contribute to the vision, mission, and goals of the T-W-B Dineh Water User Organization.
Problem Solving & Innovation	Managing problem solving and finding the best solution to a given problem or situation; collaborate with others to seek input and alternative new ideas; think first before acting. Take ownership of your work and think of new ways to do things better; and be willing to share your ideas with others.

Self - management	Be self - managing; focus on effective planning and time management as well as prioritization of tasks; be reliable and maintain work / life balance.
Technical & Practical Skills	Be able to understand and measure, monitor and adapt; seek training opportunities for further development; improve performance in day to day tasks of the role; use technology to improve productivity; be receptive and willing to learn and embrace technology as required of the position and job duties
Leadership / People Management	Lead, but empower; lead by example; set clear expectations and provide role clarity; be consistent and fair; review progress, develop people; provide feedback and guidance hold people accountable.
Administration & Quality Compliance	Keep up to date with administrative and reporting responsibilities required of the position and job duties; comply with policies and auditing requirements at all times.
Business & Asset Management	Work in setting and achieving targeted production. Ensure property and assets are optimized, secure and maintained.

Production:

- Coordinates activities of subordinates
- Maintains a variety of records requiring classification and compilation of varied information
- Compiles special reports or studies where analysis of complicated or technical data is required to identify sources and extracts necessary information
- Performs specialized calculations
- Drafts correspondence; answers questions or complaints and makes adjustments within established limits
- Reviews reports and printouts to identify and trace source of error and make necessary corrections; performs technical or complex verification and reconciliation activities
- Recommends changes to policies or procedures affecting assigned function
- Prepares and/ or coordinates the preparations of recurring and special reports, tabulations or budgets unique to assigned function

Educational Trainings and Events:

- Works with Farm Manager to coordinate workshops, and training for farmers and ranchers and for the apprenticeship programs for youth
 - Develop, plan, implement, organize, and schedule necessary training or workshop for farmers and ranchers that will support them to be productive with their operations

General Administration:

- Serves as a primary reference source for function to assist departments and employee in resolving discrepancies or procedural problems utilizing knowledge of specialized function; responds to technical administrative questions ensuring necessary follow up is performed.
- Works closely with Farm Manager, Accountant, Equipment Operator, Grant Writer, and Irrigation Technicians
- Attends professional development opportunities, as appropriate

Qualifications and Experiences

Education:

- Secondary education. (*Meaning one who has a secondary education Degree, or has or is taking secondary educational courses*). Ideally, a degree in administration, business administration or related field.

Experience:

- Required to have at least (3) three to (5) five clerical experience
- Compiling necessary documents to create report
- Coordinating events
- Customer service
- Working with all co-workers, with kind communication skills

Knowledge, skills, and abilities:

Listed below are required representative of the knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge:

- Knowledge and passion for community farming and ranching, food justice, and food system development
- Knowledge of Din4 philosophy of Sa' 2h Naagh17 Bik' eh H0zh==n where thinking, planning, implementing, and monitoring and reflecting are used for protection and for the development of well – being of the Din4 people
- Knowledge of applicable policies, practice and procedure related to work assignment
- Knowledge of basic clerical/office support practices and procedures
- Knowledge of a variety of computer software, word processing, database, and spreadsheet applications

Skills:

- Interact passionately with and educating staff, farmers, ranchers, community members, volunteers, and interns
 - Establishing and maintaining effective working relationship
- Prepare variety of records, reports, correspondence using standard computer software.
- Maintain electronic and/or hard copy filing/record system
- Operate Office equipment, including computer programs
- Follow oral and written instruction
- Prepare clear and comprehensive report using English composition, grammar, and punctuation
- Calculate using basic math, collect cash receipt, and use accounting principles

Abilities:

- Ability to perform customer services
 - Helpful in answering any questions that people have
- Ability to creatively experiment to attain new, better strategies, approaches, and solutions to challenges
- Ability to work independently and take initiative, set priorities and see project through to completion.
- Ability to be open and flexible to new ways of working with staff, farmers, ranchers, and community
- Ability to have flexibility and willingness to take on variety of tasks along with an ability to effectively work in a highly collaborative team environment
- Ability to communicate verbally and written, and to speak both English and Din 4 language

Must have a valid driver's license.

Working conditions

The Office Specialist will work in office setting majority of the time; however, there are times he/she will be required to attend field meeting to better understand the projects that are in progress. She/he will conduct work with computer, and might use hand tools.

Physical requirements

The Office Specialist might be require to lifting and carrying heavy objects.

Approved by:	
Date approved:	
Reviewed:	

Job description reviewed annually and updated as often as necessary.