

Blackfeet Community College



Position Description

USDA Extension Agent

Closing Date	August 23, 2017 @ 3:00 PM
Salary	\$26,000.00 to \$38,200.00 Depending on experience
Department	Workforce Development, USDA Extension
Personnel Definition	USDA Extension Agent Position, Regular Full-Time
Term of Employment	26 pay periods
FLSA	Salaried Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • Vice President of Workforce Development • President
Supervision Exercised	None
General Statement of Duties	Incumbent is under the general direction of the Dean of Workforce Development and is responsible for providing a broad range of long term financial support plant for the program to accomplish the department and BCC goals and objectives in accordance with the established BCC standards and procedures.
Specific Area of Duties	<ul style="list-style-type: none"> • Development of a native plant seed bank • Director and manager of the nursery, greenhouse, native plant projects, garden projects, preparing outdoor propagation and holding sites. • The nursery will be used to propagate native plants from seed and vegetative parts for use in grazing units, landscaping, and ecosystem restoration. • Developing and conducting informal education programs for reservation residents, students, faculty and Blackfeet tribal professionals informing them of marketing possibilities. • Developing a long-term financial support plant for the program, and Blackfeet Community College • Director of the research projects relating to native plants. • Providing workshops on herb logy, native plants, horticulture, permaculture and vermaculture • Working with the Blackfeet Community in relationship of native plants, gardens, horticulture, permaculture, herbology, and vermaculture. • Pursuing grants to stabilize all the greenhouse projects. • Administering the budget of extension and research projects • Other duties necessary to the function of BCC, as needed
Qualifications	<ul style="list-style-type: none"> • Must have a minimum of Bachelor degree in Agribusiness, Ag Education,

	<p>Bio-Technology, Environmental Science, or Natural Resources Plant Science.</p> <ul style="list-style-type: none"> • Minimum of three years of experience in related field.
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Knowledge of greenhouse technology, permaculture, horticulture, native plants, herbology, and vermaculture. • Knowledge of Administration and managerial skills • Knowledge of budgeting and financial controls. • Knowledge of federal grants. • Knowledge of Tribally Controlled Community Colleges. • Knowledge of local customs and culture of Blackfeet people. • Knowledge of operating procedures as required by BCC Policies Procedures <p>Skills Required:</p> <ul style="list-style-type: none"> • Proficient computer and technology skills, preferably using Microsoft Office. • Excellent oral and written communication skills • Organizing, coordinating, planning, and teaching required courses • Strong teaching skills using a variety of teaching methods <p>Abilities Required:</p> <ul style="list-style-type: none"> • Ability to work with a variety of people and varying skill levels • Ability to communicate effectively. • Ability to establish and maintain a positive working relationship with employees, administration and the public.
Complexity	<p>This person is required to have an extensive knowledge of the principles, techniques and ethics of instruction, particularly with Native Americans and adult and higher education. The person needs to have working knowledge of research techniques and how to develop curriculum.</p>
Personal Contacts	<p>Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the Workforce Development Department.</p>
Physical Demands	<p>Work is performed in a normal office environment. Duties require extensive use of computers and office equipment. The noise level in the work environment is usually quiet. Normal demand of office work is applicable. Walking, standing, and sitting at desk are required. Some lifting will be required (i.e. books, equipment, and other miscellaneous materials).</p>
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> • Position Description • Employee Contract • BCC Policies and Procedures Manual • BCC Catalog • All applicable tribal, federal and special policies, laws, rules and regulations as they apply.