



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Compost Business Operations Planner
Department: Food Sovereignty Program
Supervised by: Food Sovereignty Program Director
Pay Grade: NE3 \$19.51 - \$25.36 Hourly (\$40,571 - \$52,742 annual) DOQ
FLSA: Non-Exempt, Salaried / Regular; Full Time, Grant Funded Position

Position Summary: *The Compost Business Operations Planner is responsible for working with Food Sovereignty Program Coordinator, Compost System Technician, and California Alliance for Community Composting staff and contractors to carry out the project goals of the Sierra Jobs First catalyst grant for composting business development and implementation. This one-year project is aimed at conducting feasibility studies and designing a self-sustaining composting system that could serve the Bishop Paiute Reservation and surrounding community and generate revenue for the Tribe.*

Training, technical assistance, and professional development opportunities available. May involve travel to conferences and trainings. Expect 15-25 hrs/week start, with opportunities for additional hours and work in Tribal demonstration gardens and Food Sovereignty Program.

Indian Preference: *The Bishop Paiute tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.*

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

ESSENTIAL DUTIES:

- 1. Work with the Compost System Technician and Food Sovereignty Program Coordinator to continue and expand existing composting capacity and infrastructure.*
- 2. Work with grant partners to conduct feasibility studies, design business plans, and implement strategies to create a composting business that serves and benefits the community members and the Tribe.*
- 3. Develop relationships with local partners and community stakeholders to assess needs and resources in the development and planning phase.*
- 4. Coordinate material collections and drop-offs with Compost System Technician and other local partners and businesses for processing and composting.*
- 5. Design and develop, with the help and input of the Compost System Technician and grant partners, a composting site or sites.*
- 6. Maintain records and prepare reports for the Tribe and program funding agencies.*
- 7. Ensure worksite safety and proper maintenance of program facilities, materials, and equipment.*
- 8. Promote awareness of the benefits of compost and composting in the Tribal and local community.*
- 9. Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.*

Education and Experience:

- High school diploma or GED.*
- Experience in solid waste management, residential, community, or commercial composting, and/or agriculture/gardening preferred.*
- Knowledge of, or experience in, infrastructure maintenance and/or development preferred.*
- Knowledge of, or experience in, business planning, development, and management preferred.*

Other Requirements:

- Ability to manage and prioritize multiple assignments and meet deadlines.
- Must be available to be on call after hours, holidays, evenings and weekends for work as scheduled and/or in the event of emergencies.
- Must have a valid California Driver's License and be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Bishop Paiute Tribe's organizational policies.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity, including but not limited to, appropriate greetings in Paiute language, ceremonial and cultural event recognition, etc.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

1. *Decision Making – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.*
2. *Interpersonal Skills - the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.*
3. *Analytical Skills - Ability to analyze operational, statistical and financial information and draw logical conclusions; compare and interpret facts and figures.*
4. *Communication – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives and letters.*
5. *Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.*
6. *Time Management – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.*
7. *Detail Oriented – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.*
8. *Adaptability – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.*
9. *Reliability – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.*
10. *Organized – the individual keeps clean and organized workspace and projects.*
11. *Motivated – the individual inspires self and others about them to get the job done and follow through on tasks.*
12. *Technology Skills – Operates various word-processing, spreadsheets, accounting, HR and database software programs in a Windows environment.*
13. *Safety Oriented- Observes surroundings to maintain a safe working environment for community members and co-workers.*

PHYSICAL REQUIREMENTS

- Ability to work long hours as needed.
- Ability to frequently stand, walk, sit, perform desk-based computer tasks, and use a telephone.
- Ability to occasionally kneel or crouch.

I hereby acknowledge that I have read and reviewed this Job Description with my Supervisor / Manager. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted job responsibilities/conditions.

Employee
Signature: _____

Date: _____

HR
Signature: _____

Date: _____

Manager/Supervisor:
Signature: _____

Date: _____