



GILA RIVER FARMS

Is currently accepting applications for the following positions:

1. *General Manager

***THIS POSITION REQUIRES A RESUME AND 39-MONTH DEPARTMENT OF MOTOR VEHICLE DRIVING RECORD TO BE SUBMITTED WITH APPLICATION**

Applications are available at the Gila River Farms Office
Located at 212 N. Old Highway 93
Sacaton, AZ 85147

Office Hours:

**Monday thru Friday
7:00 am – 4:00 pm**

Phone: 520.315.3965 Fax: 520.562.3775

Note: Position is open until August 10, 2018.

Thank You!

GILA RIVER FARMS

P.O. Box 397 – Old Hwy 93
 Sacaton, Arizona 85147

Office: (520)315-3965 Fax: (520) 315-3775



GENERAL MANAGER

JOB TITLE: **General Manager**

SALARY RANGE: Negotiable

STATUS: Full-time

REPORTS TO: Gila River Farms Board of Directors

OVERVIEW:

This position is in accordance with the Gila River Farms plan of operation. The General Manager is responsible for working as a team leader with all ranch managers, foremen, supervisors and all farm staff to oversee the 15,000 acre diversified farming operation and work closely with Gila River Farms Board. The General Manager will have knowledge and understand both modern agribusiness practices as well as traditional farming. The General Manager is expected to manage and lead all facets of the farming operation including, but not limited to day-to-day farm management, marketing, finance, human resource management, leasing, development and construction and be familiar with the Gila River Indian Community's Law & Order Code and state federal regulations. The General Manager will be oversee the safety and security of the employees and the Farm and may be assigned to work on farm related projects.

MAJOR DUTIES AND RESPONSIBILITIES:

- Develop and execute the farm's business plan and marketing plan to ensure it aligns with the overall vision, mission and plan of operation.
- Manages, directs and coordinates worker activities, such as planting, irrigation, chemical application, harvesting, grading, payroll and recordkeeping.
- Manages all contracts with farmers or independent owners for raising/developing crops or for management of crop production.
- Manages growing activities with those of engineering, equipment maintenance, packing houses, and other related groups.
- Analyzes market conditions to determine acreage allocations.
- Manages marketing communications and negotiations with buyers/purchasers to arrange for sales of inventory.

GILA RIVER FARMS MAINTAINS A DRUG FREE WORKPLACE

Revised 08.2017

- Records information such as production, farm management practices, parent stock and prepares financial and operational reports.
- Directs farming procedural changes in drying, grading, storage, and shipment for greater efficiency and accuracy.
- Analyzes soil to determine type and quantity of fertilizer required for maximum production.
- Inspects and manages equipment inventory to ensure proper functioning.
- Inspects orchards and fields to determine maturity dates of crops to estimate potential crop damage from weather.
- Plans and directs development and production of hybrid plant varieties with high yield or disease and insect resistant characteristics.
- Purchases machinery, equipment, and supplies, such as tractors, seed, fertilizer, and chemicals.
- Hires, discharges, transfers, and promotes workers, enforces safety regulations, and interprets policies.
- Manages and negotiates all banking relationships and agreements.
- Evaluates and analyzes all financial statements and develop budget proposals and other duties as assigned.

KNOWLEDGE REQUIREMENTS:

- **Food Production** - Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.
- **Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Personnel and Human Resources** - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- **Economics and Accounting** - Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- **Production and Processing** - Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- **Mathematics** - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

GILA RIVER FARMS

P.O. Box 397 – Old Hwy 93
 Sacaton, Arizona 85147

Office: (520)315-3965 Fax: (520) 315-3775

**SKILL REQUIREMENTS:**

- **Speaking** - Talking to others to convey information effectively.
- **Management of Personnel Resources** - Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Negotiation** -- Bringing others together to reconcile differences.
- **Management of Financial Resources** - Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Coordination** - Adjusting actions in relation to others' actions.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Management of Material Resources** - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Writing** - Communicating effectively in writing as appropriate for the needs of the audience.
- **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

EDUCATION AND QUALIFICATIONS:

Minimum Bachelor's degree in Business Agriculture or similar field from an accredited college or university and a minimum of 10-15 years experience managing a large scale farming operation.

G I L A R I V E R F A R M S M A I N T A I N S A D R U G F R E E W O R K P L A C E

Revised 08.2017