

# Five Sandoval Indian Pueblos, Inc.

## Position Classification and Description



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**POSITION TITLE:** Food Distribution Program Director  
**CLASSIFICATION:** Exempt  
**DEPARTMENT:** Food Distribution Program  
**SUPERVISOR:** Executive Director  
**GRADE:** E4

### **Position Summary:**

Responsible for the overall operations and administration of the Food Distribution Program on Indian Reservations (FDPIR) by directing, communicating, planning, coordinating, budgeting and monitoring the Food Distribution Program (FDP) and staff.

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

### **Essential Duties & Responsibilities:**

- Develops annual plan of operations for the FDP and every FY submits a plan or revisions with budget proposal for USDA approval.
- Prepares and submits monthly financial reports to USDA FNS field office.
- Works closely with financial management staff on FDP budget, revisions as required by USDA regulations.
- Develops materials for promotional activities to maintain and/or to increase participation in the eight (8) pueblos.
- Supervises and provides positive communication and direction to program staff as needed. Holds departmental meetings with staff on a monthly basis.
- Evaluates warehouse operations, to include but not limited to; inventories, deliveries, orders and other reporting formats to ensure adequate planning on a monthly basis.
- Provides training and technical assistance on an on-going basis to the Warehouse Manager regarding monthly 152 Activity Reports, quarterly estimates and food requisitions, and monitors for final approval for timely submission to USDA.
- Responsible for food distribution personnel actions.
- Develops and implements all components of the FDP as needed; i.e., nutrition, community education, training, and outreach, etc.
- Attends all administrative and Governing Board meetings as required.
- Works closely with New Mexico and Oklahoma FDPIR (Southwest Region), and the National organization. Assists with providing training for staff.
- Performs other related duties as assigned.

### **Minimum Qualifications:**

BA in Business Administration. Minimum of five years work experience in a supervisory capacity in a food distribution or a Federally funded program can be applied in lieu of educational background. Must be able to work with other Intertribal organizations within the State of New Mexico. Must be able to successfully pass a pre-employment drug screen and background investigation.

**Supervision Exercised:**

Employee provides general supervision to the FDP staff.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; and walk. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl; and to taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

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Human Resources Director                      Date

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Executive Director                              Date