

## **Jefferson County Soil and Water Conservation District is seeking a qualified Weed Program Coordinator! Preference given to applications submitted by April 1, 2024.**

### **Jefferson County SWCD Weed Program Coordinator – Position Description (1 FTE)**

#### **Summary**

Coordinates Jefferson County spray program, including the control of noxious weeds county-wide. Operates a variety of County owned equipment involving the manipulation of auxiliary controls.

#### **Distinguishing Characteristics**

The Noxious Weed Program Coordinator works under the supervision of the District Manager and for the elected Directors of the Jefferson County Soil and Water Conservation District and receives advisement from the Jefferson County Weed Advisory Committee which includes program development, management, and long-term goals. The Coordinator is responsible for managing the daily activities of the Noxious Weed Program.

Role requires a high level of interaction with the public, governmental agencies, elected officials, landowners, land users and land managers. This position works closely with Jefferson County Public Works. Obtaining grant funding for weed projects is a high priority of this position and will include sourcing and obtaining grant funding. This role functions with considerable independence. Requires the exercise of independent judgment and initiative, self-motivation, follow-through, innovative practices, and a communication style that is tactful and professional. The position collaborates with and receives recommendations and guidance from the Jefferson County Weed Advisory Committee, and administers regulations adopted by the Jefferson County Board of County Commissioners.

Funding for weed control operations is generated when the Coordinator contracts with public agencies, private organizations and landowners to control noxious weeds within Jefferson County, or in adjacent counties by specific agreement. The Coordinator maintains a viable and self-sustaining program by aggressively pursuing grants, contracts and agreements to fund or cost-share noxious weed control programs where needed on private, commercial and public lands.

Typical cooperative programs include using equipment and rights-of-way weed control for the Jefferson County Public Works, targeted species control program grants with Oregon Department of Agriculture, and grants or agreements with ODFW, BLM and USDA Forest Service for funding weed control services on public and private lands.

#### **Essential Duties and Responsibilities**

- Development, updating and implementing the Jefferson County Noxious Weed Management Plan
- Complete spray equipment and vehicle preventative maintenance to manufacturer's specifications and report needed repairs as necessary
- Encourage, coordinate, and promote Weed Management Areas (WMAs) within Jefferson County
- Source and acquire grant funding to sustain Jefferson County Noxious Weed Program projects.
- Implement and monitor a weed mapping program to track weed activities within Jefferson County

- Coordinate weed management activities between landowners, land users, and governmental agencies
- Serve as the nucleus of the Weed Advisory Committee and focal contact person for all the cooperators/stakeholders involved. Coordinate, facilitate, and develop the agenda for Weed Advisory Committee meetings and related activities.
- Develop and oversee contracts/agreements for weed eradication by a contractor
- Provide assistance to land owners/managers in developing weed management plans
- Perform regular surveys of Jefferson County for noxious weeds and initiate appropriate control measures. (Letters, postings, hiring contractors, etc.)
- Maintain pesticide application records
- Maintain Weed Advisory Committee web page, Facebook, or other social media platforms
- Provide training for all stakeholders on pesticide safety, application techniques, hazards, environmental impacts of herbicides, state and federal regulations and weed management programs
- Provide monthly reports to the Weed Advisory Committee on County weed activities and provide reports as required to grant providers.
- Prepare annual budget for the operation of the Jefferson County Weed Advisory Committee for Committee and Commissioner approval
- Maintain a current weed library on weed management, identification of noxious weeds and weed control options
- Education of County Road Crews, Department of Transportation, City Road Crews, and other County staff on weed identification and control methods as needed.
- Provide education programs on noxious weeds identification and control as needed to Elementary or Secondary Schools, 4-H, FFA, Civic Organizations, Garden Clubs, landowners and land users.
- Provide news stories/announcements for local radio, TV, newsletters and newspaper release
- Organize Weed Tours and special weed control projects and/or workshops
- Provides an update, at a minimum annually, to the Jefferson County Board of Commissioners on the Noxious Weed Program
- Complete other duties as assigned

## **Qualifications**

### **Knowledge and Skills**

- Ability to communicate effectively orally and in writing
- A strong background in plant identification, botany, and plant ecology
- Knowledge of integrated weed management strategies for noxious weed control
- GIS/GPS proficiency
- Microsoft Office Suite Professional: Excel, Word, Publisher, PowerPoint, Outlook, Project
- Advanced understanding of Oregon Weed Laws, Herbicide Regulations, and agricultural pesticide use
- Knowledge of spray equipment operation, repair and calibration to include the mechanical aptitude and sufficient experience to operate, repair, and make adjustments to spray application equipment in the field, and to maintain Department vehicles in good repair and safe operating condition
- Basic understanding of municipal budgeting

### **Abilities**

- Competently performs assigned duties by the Weed Advisory Committee
- Competently updates the County weed management plan.

- Provides noxious weed education to any entity that is willing to accept such education
- Effectively deals with public concerns and questions regarding County weed management efforts
- Seeks current knowledge of new materials and weed management methods
- Maintains and submits accurate and timely records and reports
- Follows safety procedures in pesticide handling, storage and disposal
- Follows safety procedures and pesticide labels when working with herbicide application equipment
- Establishes and maintains effective working relationships with land owners, land users, government entities and other Weed Advisory Committee partners
- Researches, writes, administers and monitors weed control related grants and contracts
- Organizes and coordinates biological weed control efforts in the County
- Prepares and presents annual budgets to the Weed Advisory Committee and County Commissioners prior to the end of the budget year

### **Physical Abilities**

- Sufficient clarity of speech and hearing with or without reasonable accommodation, which permits the employee to communicate well with government officials, elected officials, supervisors, employees and the public
- Sufficient vision, with or without reasonable accommodation, which permits the employee to examine weeds, other plants, read chemical labels, to transport and operate spraying and other application devices
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to transport and operate spraying and other application devices; separating noxious weeds from differing plant species and use office equipment
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to transport and mix chemicals weighing up to 70 pounds, enter, operate and exit motor vehicles and All-Terrain Vehicles

### **Education and Experience**

High School Diploma or equivalent. Two years' work experience, or equivalent, in weed management control or agricultural related work, experience in public speaking and presentations is preferred. Experience in the operation of herbicide spraying equipment and all-terrain vehicles.

### **Licenses and Certificates**

Must possess a valid Oregon Driver's License and have an acceptable driving record. Oregon Department of Agriculture Public Pesticide License with right-of-way and regulatory weed endorsements, and an Oregon All-Terrain Vehicle Safety Education Card.

### **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of light-to-medium yet awkward materials. Must be able to work 7 days a week outside of normal work hours as directed.

### **Hire Contingent Upon:**

1. Satisfactory Driving Record
2. Background investigation
3. Reference check

**\*This position is based on the successful completion of a twelve-month probationary period.**

**Salary Range**

Salary Range starts at \$78,000 -- \$80,080 per year dependent upon experience including full medical/dental benefits and PERS (Public Employee Retirement System).

**Application Requirements:**

1. Resume
2. Cover Letter
3. Contact information for three professional references

**Please email your application packet to:**

Staci Merkt, District Manager

[districtmanager@jeffswcd.org](mailto:districtmanager@jeffswcd.org)