

STILLWATER COUNTY

POSITION DESCRIPTION

November 2014

POSITION: Weed District Coordinator

DEPARTMENT: Noxious Weed

ACCOUNTABLE TO: County Commissioners and Weed Board

SUMMARY OF WORK: This position is responsible for the weed programs in Stillwater County in coordination with the Stillwater County Weed Board and the Stillwater Board of County Commissioners. The function of this program is to provide education, organizational skills, prepare contracts, negotiate with contractors, the public and private agencies as well as assist in research on specific problems in the county, and mapping of weed areas using GIS applications. Incumbent writes grants and participates in preparation/review of interagency grants involving Stillwater County. Prepares budget proposals for the Weed Board for all weed related funds.

JOB CHARACTERISTICS:

Nature of Work: This position performs supervisory duties which require attention to detail and safety. Work is performed outdoors, indoors and on weekends as necessary. Position must be able to operate vehicles and equipment as well as travel to various locations for meetings.

Personal Contacts: Daily contact with the Stillwater County Weed District Board, general public, landowners, state officials, and county employees through face to face contact, by telephone, e-mail, and at meetings. Position must maintain a good working relationship with local/state contractors and the general public.

Supervision Received: Receives limited instruction and supervision from the County Commissioners and the Weed Board through face to face contact, by telephone, e-mail, and at meetings.

Supervision Exercised: In charge of hiring and supervising contractors in consultation with the Stillwater County Weed Board and the Stillwater Board of County Commissioners, contract details, and chemical usage. Supervise bio-control releases, collection, and distribution; supervise helicopter work, sheep program, and other grant contract requirements. Supervision of employees in the performance of all weed control activities within the County.

Essential Functions: This position must be able to: gather GPS data, map GIS weed infestations as needed, attend all Weed Board meetings and provide progress reports and budget summaries for the Weed Board, communicate orally and in writing, read written materials and labels, provide time frame for when chemicals are to be used, negotiate contracts, prepare quarterly and yearly reports, prepare and apply for grants, carry out grant requirements as provided in the contracts, purchase chemicals, handle and apply chemicals during the appropriate times, physically lift and move chemicals that weigh about 50 pounds, hire contractors for road and subcontract work, educate the public and landowners through meetings and newspaper articles, organize community projects, operate a vehicle and equipment, visually inspect land for insects and weeds, and service necessary equipment. Use GIS data for mapping and monitoring of grant projects, bio-control projects, and gravel pit product distribution for use as may be required by county, state and federal agencies.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Is responsible for the weed programs in the county in coordination with the Weed Board and County Commissioners.
- Uses GPS equipment to define weed infestations for use with GIS programs.
- Is a catalyst for an effective weed management program.
- Insures safe handling and application of pesticides.
- Encourages plant management programs for all county residents.
- Provides a high caliber educational program to promote understanding and caution.
- Serves to coordinate community programs that may involve landowners in major weed control programs that use biological and chemical applications.
- Is responsible for weed management along county road right-of-ways in Stillwater County.
- Negotiates contracts with various local, state, and federal agencies, with the approval of the Weed Board and Board of County Commissioners in accordance with county policies.
- Educates the public and small tract landowners through meetings and newspaper articles.
- Contracts are utilized with private business and the supervisors of county employees.
- Prepares and promotes GIS weed mapping and the development of farm and ranch plans that serve long range efforts.
- Participates in hiring and supervision of employees and contractors, with the Weed Board and Board of County Commissioners.

- Oversees the weed program and the pesticide applicators to control undesirable plants on crop land, range land, and public lands.
- Is responsible for protecting and guarding against contamination of ground water and surface water while pesticides are being used.
- Receives and distributes biological control insects.
- Prepares and applies for grants and other funding sources.
- Adheres to requirements of applicable Montana statutes and administrative rules as they pertain to weed programs.
- Carries out grant requirements as provided in the contracts.
- Is responsible for preparing the budget and expenditures of grants and county funds working with the finance office, Weed Board, and the Stillwater Board of County Commissioners.
- Maintains a high level of rapport with research agencies regarding the latest techniques to be used following cultural, biological, mechanical, and chemical control methods.
- Performs other duties as assigned.

JOB REQUIREMENTS:

Knowledge: This position requires a thorough knowledge of: Plant pathology and biology - entomology, chemical usage for various applications, accounting for budget and grant work, Weed Board=s policies and procedures, Montana Pesticides Act and Weed Laws, EPA regulations, mechanical ability for equipment maintenance, insect life cycles and habitat, and mode of action for bio-control of weeds. Familiar with GPS/GIS mapping applications and programs.

Skills: This position requires considerable skills in the use of chemical equipment, computer, typewriter, telephone, calculator, and general office equipment. Skills in calibration calculations, typing, grant writing, and public relations. Proficient in utilizing GPS/GIS applications for mapping of weed areas. Teaching and design of educational programs for students and adults and employees.

Abilities: This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions; work independently with limited supervision; operate vehicle and equipment in a safe manner at all times; make purchasing decisions; collect and deposit monies from chemical sales and contract payments; physically lift and move cases of chemicals and equipment; establish effective working relationships with contractors and subcontractors, local and state officials, and the general public. Create maps of infestation areas as needed using GPS/GIS applications as required by various grants and agencies.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

--A Bachelor's Degree in Agriculture or related field and/or four years experience in a related field with specific courses in Agronomy, Weed Science, Plant and Soil Science, Plant Pathology, and Entomology for bio-control work is preferred.

--Must have or be able to obtain within 6 months, a Government Applicator's License and a Pesticide Dealer's License for purchasing and distributing chemicals, or sooner if required by state law or administrative rule.

--Must have or be able to obtain within 6 months, a Weed-Free Seed, Hay, and Forage Inspector's License.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

--Observes work hours.

--Demonstrates punctuality.

--Performs assigned duties as well as general office duties.

--Adheres to standards of confidentiality.

--Maintains and stays within the allowed budget.

--Maintains accurate and timely records.

--Prepares and submits accurate and timely reports.

--Attends and participates in public meetings and hearings.

--Deals tactfully and courteously with the public.

--Signs for all purchases or contract payments when appropriate.

--Completes all grant and contractual requirements as necessary and in a timely manner.

--Demonstrates the ability to be organized and show leadership.

--Must be able to meet people, be decisive, and possess public speaking abilities.

--Makes appropriate decisions or recommendations for purchase of chemicals, supplies, and equipment.

--Adheres to the essentially three phases in a weed management program which are prevention, control, and eradication.

--In conjunction with Stillwater County Finance Department, is responsible for collecting and depositing monies for chemical sales and contract payments.

--Cooperates with county, state, and federal agencies in education programs designed to educate all county residents, landowners, and operators pertaining to designated weeds.

--Establishes and maintains effective working relationships with contractors and subcontractors, local and state officials, and the general public.

--A portion of the weed budget is from grant sources, searching for, and successfully applying for known and new grant sources is an integral part of this job.