

Invasive Species Program Coordinator Position Description

A. SUMMARY

The position is a regular full time, limited duration position of one year with Yamhill Soil and Water Conservation District (District). Extension of this appointment is dependent on available grant funding. Funding is currently secured for one year. The work schedule is five days per week, eight hours per day, Monday through Friday. The purpose of the position is to prevent and reduce the economic, environmental, and social impacts of noxious weeds throughout Yamhill County. The Invasive Species Program Coordinator (Coordinator) will manage a roadside inventory project and act as the project manager for invasive species projects to control mouseear hawkweed, garlic mustard and Japanese knotweed in Yamhill County.

The Coordinator acts on behalf of the District board and is supervised by the Senior Conservation Technician. The position is funded partly through a cooperative agreement with Yamhill County Public Works Department (YCPWD), and will be involved in coordinating work with the District, YCPWD, and other conservation partners involved in invasive species management. The position is located in a multi-agency office at 2200 SW Second Street in McMinnville and must work closely with other agencies and groups.

B. RESPONSIBILITIES AND DUTIES

District Operations and Leadership

- Complete monthly reports for the District in a timely manner
- Share progress, successes, methods, and challenges with team members and partners
- Work to establish and maintain good working relationships with Yamhill County Public Works Department, USDA-Natural Resources Conservation Service, USDA-Farm Service Agency, and other agencies and groups
- Participate in annual events organized by the District such as annual meeting, the native plant sale, and other outreach events
- Work with the Office Administrator to fulfill all requirements of grant administration for the Oregon Watershed Enhancement Board
- Write grants to support the District's Invasive Species Program

Technical and Financial Assistance to Landowners

- Primary lead for inventory project on the Yamhill County road network
 - Inventory will include noxious weeds, native plants and erosion sites
 - Data will be collected with handheld GPS units and entered into a geodatabase
 - Coordinate with YCPWD for weed control efforts along county roads
- Act as project manager for noxious weed projects in Yamhill County to control mouseear hawkweed, garlic mustard and Japanese knotweed. Duties include:
 - Outreach with landowners to control target weeds on their properties
 - Oversee contractors controlling weeds with herbicides and by hand pulling
 - Collect GPS data and photo points relevant to the project

Education and Outreach

- Recruit private landowners to participate in invasive weed control on their properties
- Distribute fact sheets about conservation opportunities for local landowners
- Develop / improve best management practices for roadside weed management
- Organize and conduct needed outreach and information activities to raise public awareness about garlic mustard, mouseear hawkweed, and Japanese knotweed

Other Duties

- Perform other duties as assigned that support invasive species management, the District's Annual Work Plan, and other projects/activities implemented in cooperation with various conservation partners, landowners, agencies, and groups.

C. QUALIFICATIONS

1. A Bachelor's degree with major course work in Geographic Information Systems, natural resource management, soils or water quality, or a related discipline. Additional years of experience and/or specialized training may be substituted for a degree at the District's discretion.
2. Experience or knowledge of planning and project management for projects designed to control invasive species.
3. Strong knowledge of both native and invasive plants is highly desirable.
4. Candidate possessing an herbicide applicators license with the state of Oregon is highly desirable. Candidate will be expected to follow all district safety procedures and adhere to all pesticide safety requirements specified by the label of the product being applied.
5. Candidate must possess knowledge of Geographic Information Systems, and have experience with geodatabases and use of a GPS unit to collect data.
6. Demonstrated ability to work both individually with little supervision and cooperatively as part of a diverse team. Candidate must demonstrate a positive attitude and possess both personal and professional motivation.
7. Experience working with landowners. Yamhill County has a diverse variety of landowners, farms, and rural properties. Lands are managed for crop production including grass seed and small grains, vineyards, hazelnuts and other orchard crops, livestock, row crops, nurseries, and other crops. Acreages are also managed as small woodlands, wildlife habitat, and conservation uses. Candidate must demonstrate the ability to work in a cooperative manner with a variety of landowners.
8. Candidate must possess a valid driver's license upon employment and an Oregon driver's license within three months of employment.
9. Candidate must pass a Federal background check within three months of employment.

D. SUPERVISION RECEIVED

The Senior Conservation Technician serves as the Coordinator's direct supervisor. The Coordinator reports to the full Board of Directors monthly through monthly staff reports, at scheduled committee meetings, and occasional board meetings. The supervisor will provide the Coordinator with orientation, an assessment of training needs, and overview of expectations. The position will be subject to a 3 month trial service period. The position is evaluated both periodically throughout the year and annually.

E. SUPERVISION EXERCISED

The Coordinator has direct supervisory authority over interns providing support for the ongoing roadside inventory project and other related projects. The supervision of the roadside inventory interns will also be shared with the YCPWD representative working on the roadside inventory project. The Coordinator is responsible to ensure District volunteers and temporary hourly employees under his/her management are properly supervised and informed of district policies.

F. WORK CONDITIONS AND PHYSICAL DEMANDS

To perform the duties of this position, this employee must serve as incidental motor vehicle operator during daylight and after dark. The position requires a combination of office and fieldwork. Office work involves regular use of computers and prolonged sitting or standing at meetings. Field work requires walking over rough or uneven terrain, sometimes in inclement weather, and carrying objects such as measuring tools and supplies.

This position involves periodic travel to early morning, daytime, and evening meetings and field tours visiting landowner properties throughout the county. Occasionally conferences, workshops, and training sessions require out-of-area travel and overnight stays.

G. EMPLOYMENT STATUS, SALARY INFORMATION, AND BENEFITS

This position is classified as Professional Exempt and not subject to overtime compensation. Annual salary range is \$38,000 - \$42,000 depending on experience and qualifications. Benefits are offered per the District's policy and include provisions for vacation and sick leave. After three months, employees may become eligible for employer-paid health insurance coverage (employee only) and contribution to the District's 401(a) plan.

H. EQUAL EMPLOYMENT OPPORTUNITY

Yamhill Soil and Water Conservation District (District) is an Equal Employment Opportunity Employer. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. The District is prepared to make necessary arrangements and/or accommodations for persons with disabilities who require alternative means of communication.