

## **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 mouse-ear hawkweed, garlic mustard, knotweed and other high priority species in Yamhill County.

The coordinator acts on behalf of the District Board and is supervised by the executive director. 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 work station for the position is located in a multi-agency office at 2200 SW Second Street in McMinnville, Oregon. The candidate must work cooperatively with other agencies and groups.

### **B. RESPONSIBILITIES AND DUTIES**

#### **Technical and Financial Assistance to Landowners**

- Act as project manager for noxious weed projects in Yamhill County to control mouse-ear hawkweed, garlic mustard, knotweed and other high priority species. 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
- Primary lead for inventory project on the Yamhill County road network
  - Inventory includes noxious weeds, native plants and erosion sites
  - Data is collected with handheld GPS units and entered into a geodatabase
  - Coordinate with YCPWD for weed control efforts along county roads

#### **Communications 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 positive 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 State Weed Board and the Oregon Watershed Enhancement Board
- Write grants to support the District's Invasive Species Program

### **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 awareness about garlic mustard, mouse-ear hawkweed, knotweed and other priority species.

### **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, water quality or a related discipline. Additional experience and/or specialized training may substitute 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. Candidates possessing a pesticide applicators license with the state of Oregon is highly desirable. Candidates 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. Knowledge of Geographic Information Systems and experience with geodatabases and use of a GPS unit to collect data.
6. Demonstrated ability to work both individually with limited supervision and cooperatively as part of a diverse team. Candidates 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. Lands are also managed as small woodlands, wildlife habitat, and conservation uses. Candidates must demonstrate ability to work in a cooperative manner with a variety of landowners.
8. Candidates must possess a valid driver's license upon employment and obtain an Oregon driver's license within three months of employment.
9. Candidates must obtain an Oregon Public Pesticide Applicators license within 60 days of employment.
10. Candidates must pass a Federal background check within three months of employment.

#### **D. SUPERVISION RECEIVED**

The executive director, or an assigned District representative, 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 is subject to a three-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 their management are properly supervised and informed of District policies.

#### **F. WORK CONDITIONS AND PHYSICAL DEMANDS**

To perform the duties of this position, the coordinator 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. The coordinator must wear protective clothing and safety gear when operating spray and other equipment and comply with safety requirements.

This position involves periodic travel to various meetings, job sites, field tours and to locations where inventories are conducted. Adjusting work schedules for early morning or evening appointments may be required. On occasion, conferences, workshops and training sessions may 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 District-paid health insurance allowance, 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.