



TRI-COUNTY COOPERATIVE WEED MANAGEMENT AREA

BAKER COUNTY * UNION COUNTY * WALLOWA COUNTY

10507 N. McAlister Rd. Rm. 5 • La Grande, Oregon 97850 • Phone (541) 624-5353 • www.tricountycwma.org

POSITION: Natural Resources Grants Manager/ Office Specialist

APPLICATION DEADLINE: February 15th, 2022 or until filled

EMPLOYMENT TYPE: Full time

STARTING SALARY: \$38,000 to \$48,000 (depending on education and experience)

LOCATION: La Grande, Oregon

BENEFITS: Insurance policy includes medical and dental. Retirement benefits are coordinated through the Oregon Public Employee Retirement System (PERS).

INTRODUCTION

The Tri-County Cooperative Weed Management Area (CWMA) manages noxious weeds projects across nearly 5.1 million acres of land encompassing, Union, Baker, and Wallowa Counties in Northeastern Oregon. Approximately 47% of the CWMA is federal ownership (USFS and BLM), and the remaining is composed of tribal, state, and private ownership. All funds received are through cooperative agreements and grants. Tri-County CWMA is in search of a Grants Manager to find, write, and report noxious weed treatment and restoration grants; work with private landowners and cooperators; assist in administering contracts; create project maps using ArcGIS; and manage outreach projects. This is primarily an office position, but there are times that the employee will be asked to do field work, such as noxious weed treatments or surveys.

JOB DESCRIPTION

Duties may include, but are not limited to, the following examples:

1. Develop and produce project grant proposals, agreements, contracts, schedules, and monitoring protocols; complete quarterly and final grant reports for all grants within the appropriate timeframes; assist in project planning and coordinating treatments with contractors and landowners.
2. Assist in project billing, including invoicing, expense tracking, financial reporting, and record keeping.
3. Manage noxious weed database, including treatment, inventory, and monitoring data; develop project maps (using ArcGIS) for landowners and contractors; distribute and collect GPS data from contractors during the treatment season, including herbicide application records.
4. Identify new project ideas and funding opportunities.
5. Develop and provide informational materials for private landowners and other cooperators. Participate in outreach activities, including, but not limited to outdoor schools, County Fairs, and noxious weed hay check stations.
6. Survey, inventory, and map noxious weed infestations using a Garmin GPS; surveys may be done on foot, boat, horseback, ATV, or aerially (fixed wing and rotary); distribute biological controls for noxious weeds; apply herbicide for noxious weed control in accordance with state and federal laws.

7. Work directly with partners, landowners, and public via phone, e-mail, individual consultation, and letters. Assist with answering phone calls and providing advice for weed control management.

DESIRABLE QUALIFICATIONS

- A bachelor's degree related to finance, technical writing, natural resources or related field from an accredited institution AND one year of relevant professional experience. OR a combination of education and/or experience equivalent.
- Strong foundation using ArcGIS, DNR GPS, and Microsoft Office programs. Much of this position will require considerable knowledge of general office duties.
- Ability to communicate effectively in both oral and written form; evaluate effectiveness of controls; establish and maintain records, reports and statistical data.
- Must be organized and capable of multi-tasking throughout daily activities.
- Knowledge of rangeland vegetation and noxious weeds is valuable.
- Must hold a valid driver's license and obtain an Oregon Public Pesticide Applicator's license within 3 months.
- Knowledge of chemicals and biological controls used in weed management; noxious weed species; federal and state statutes that govern noxious weed control activities; data collection and research techniques; and natural resource management are all preferred but not required.
- Strong communication, organization, and motivational skills, and the ability to work well in a group setting.
- At times, any employee will be asked to participate in over-night work trips, in addition to working "non-traditional" work hours as part of required duties.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work will be primarily in an office setting looking at a computer for long periods of time. On occasion, the employee will be asked to do some field work. This may include taking pictures for photo points, monitoring, surveying noxious weeds, and treating noxious weeds with herbicide. Fieldwork involves frequently lifting up to 40 pounds, walking in all types of terrain, driving trucks and ATVs, and working with hazardous chemicals. Work is performed in an environment that involves everyday risks or discomforts and sometimes adverse weather conditions requiring safety precautions.

TO APPLY PLEASE SUBMIT THE FOLLOWING VIA EMAIL OR MAIL:

1. Resume including 3 references.
2. Brief written summary of why you are interested as well as verifiable accomplishments applicable to position.

Deadline for submissions is February 15th, 2022. **Applications must be received, or postmarked, by February 15th to be considered in the first draw of applications.** Please contact the Director below for any questions regarding the application process.

Shanda Zettle: Tri-County CWMA Director
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