

TRI-COUNTY COOPERATIVE WEED MANAGEMENT AREA

(BAKER-UNION-WALLOWA COUNTIES, STATE OF OREGON)

Position Description

Position: Program Director

Date: 18 November 2021

Salary Range: \$65,000-\$72,000 DOQ

Closing Date: Open until filled

PURPOSE OF POSITION: The Program Director (Director) is responsible for all aspects of the efficient and effective implementation of the Tri-County Cooperative Weed Management Area's (Tri-County) mission, goals, and objectives. The Director coordinates weed and vegetation management programs for Tri-County, and administers the planning, organizing, directing, and evaluating of programs to control and eradicate noxious weeds in cooperation with Baker, Union, and Wallowa Counties, other agencies, cooperators, and landowners.

ESSENTIAL JOB FUNCTIONS:

- Works directly with the Executive Committee of the Board of Directors to understand, communicate, and implement the mission of Tri-County. Interprets and implements Tri-County's mission, goals, and objectives independently on a daily basis. Promotes Tri-County's mission, goals and objectives in the three Counties.
- Develop, implement, and evaluate projects, programs, and services for noxious weed control. Inventory and map target areas and plan both short-term and long-range goals for eradication of target species. Oversee and participate in all aspects of weed control treatments.
- Prepare budget for approval by the Board of Directors; track and monitor fiscal recordkeeping.
- Develop and write grant applications and solicit funding to support programs.
- Coordinates with, works directly with, and develops relationships with Agencies, Cooperators, Weed Boards, and Landowners in implementing weed control programs; interprets Tri-County policy and procedures.
- Supports noxious weed management programs in the Tri-County area by collaborating on multi-agency team projects. Encourages cost share programs between agencies, cooperators, and landowners.
- Provide educational materials in plant identification, and proper selection and application of chemicals; answer questions and complaints concerning vegetation and noxious weed programs. Prepare and present educational materials and training to landowners, local organizations, the public, and other agencies.
- Recruit, hire and supervise the staff (permanent, temporary, and contracted help) necessary to effectively implement Tri-County weed control programs.

- Interpret policy and procedure. Ensure compliance with safety policies and procedures regarding the use of herbicides and equipment. Assume responsibility for work performed in all aspects of the program.

- Prepare and maintain a variety of records, maps, statistical, and costing reports, and other matters involving research, statistical and spatial data; assemble, analyze, and represent data for grants and other recurring reports related to services of the program.

- Assemble data for regular and recurring reports communicating the work and impact of the Tri-County program to the Executive Committee, the Board of Directors, and all stakeholders.

- Serve as contracting officer. Oversee incoming and outgoing contracts, order materials and supplies in compliance with public contracting rules and regulations.

- Attend educational programs to ensure required state pesticide credits are obtained, licenses are kept current, and knowledge base is current.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASSIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE PURPOSE OF POSITION.

JOB REQUIREMENTS:

QUALIFICATIONS:

- High school graduation or equivalency, preferably supplemented by additional relevant training and education, and a combination of education, experience and training which demonstrates the ability to perform the duties of the position. A Bachelor's Degree in natural resources, agriculture, botany, or related field with course work in weed control is preferred.

- Four years progressively responsible experience in noxious weed management which includes program management and/or supervisory experience, or a satisfactory equivalent combination of education, experience and training which demonstrates the ability to perform the duties of the position.

-At the time of appointment, must possess a valid state driver's license.

-Demonstrated experience in preparing and administering contracts for weed control. Experience in preparing and administering grants for weed control projects.

DESIRABLE REQUIREMENTS:

- Thorough knowledge of Integrated Pest Management principles and chemical, mechanical, biological and cultural weed control options; thorough knowledge of plant species and soil types; thorough knowledge of federal and state statutes that govern noxious weed control activities; considerable knowledge of principles and practices of administrative functions and program management techniques in area of budgeting, fiscal monitoring, organizational skills, data collection and research techniques; considerable knowledge of geographic information systems (GIS) software and

mapping techniques; considerable knowledge of natural resource management and/or agricultural practices and management.

- Interpersonal communication skills that foster long term productive working relationships with a wide variety of stakeholders. Experience in the mechanical and manual application of herbicides and biological control agents, and experience in spatial data collection and analysis including utilization of GPS and GIS software.

- Ability to communicate effectively in both oral and written forms; establish and maintain records, reports, spatial and statistical data; make decisions independently in accordance with established policies and procedures, establish new policies when applicable; evaluate effectiveness of programs; make decisions independently, and use initiative and judgment in completing tasks and responsibilities; estimate time and materials and manage time efficiently; supervise and mentor support staff; meet and deal effectively with the Executive Committee and Board of Directors, other agency representatives, community organizations, vendors, contractors, landowners and the public.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Oregon Driver's License.
- Within six months of employment, must pass Oregon State Department of Agriculture examinations to obtain a Public Pesticide Applicator license with Regulatory Weed Endorsement, Right-Of-Way endorsement, and Aquatic Weed Endorsement.

GUIDELINES: Work is performed within; established organization policy and procedures; federal, state and county statutes, rules, regulations, and ordinances; Tri-County CWMA mission and goals; personnel rules; weed identification reference material, chemical reference materials and herbicide manuals. Employee uses independent judgment in interpreting and applying guidelines.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed in the office and in the field. Field work takes place in a variety of terrain and settings including rugged back country locations and sometimes requires water travel (i.e., small boats and rafts). Work may require climbing, gripping with hands, hearing voice conversation, kneeling, lifting up to 50 pounds, pulling, pushing, shoveling, standing, walking, and working in an environment which involves everyday risks and discomforts and sometimes adverse weather conditions requiring safety precautions. A considerable amount of driving is required.

SUPERVISION OF THE POSITION: The Program Director works under the supervision and direction of the Tri-County CWMA Executive Committee. Day to day work is performed independently but the Director keeps the Executive Committee regularly and adequately informed of activities. The Director receives general guidance regarding the scope and approach to projects or assignments, but procedures and problem resolution are left to the Director's discretion and interpretation. Director is self-motivated and estimates and manages time efficiently. Work is reviewed periodically to ensure determinations and decisions are made in compliance with agency policy and procedures. The Executive Committee annually evaluates the Director's performance, and reports performance to the Board of Directors.