



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

Walla Walla County Noxious Weed Control Board

Position: Noxious Weed Coordinator
Salary Range: \$26.79 per hour to \$35.89 per hour, Starting Salary: DOQ, DOE
Location: WSU Extension Office
Employment Type: Part-time (not to exceed 100 hours per month)
 Open Until Filled

Part Time Benefits Include:

• **Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0**

Brief Duties and Responsibilities: Responsible for developing, implementing, coordinating, and evaluating the noxious weed program in Walla Walla County. This position also prepares the annual budget, grant applications, correspondence, reports, news releases, documents, and reference materials. Maintains close working relationships with the Board of County Commissioners, County administration and other resource personnel, WSU Extension, outside agencies, and the general public. The Noxious Weed Coordinator works under the guidance of RCW 17.10, and Walla Walla County policies and Procedures.

SUPERVISORY RESPONSIBILITIES: Oversees and supervises all aspects of the Noxious Weed Department functions and responsibilities.

Working Environment/Physical Abilities: Work will be accomplished in an office environment and includes visits to remote work sites, projects, and inspections, including hiking in field terrain in all types of weather conditions. Hours of work will be as necessary to accomplish the functions and responsibilities in providing the noxious weed control programs. Physical abilities required for this position are ones typically related to office and outside environment operations; walking, sitting, standing, bending, reaching, and lifting up to 20 pounds. Manual dexterity and visual acuity to operate computers and other equipment; sufficient hearing and speech ability to communicate verbally.

Minimum Qualifications: A Bachelor of Science Degree in Weed Science, Crop Science, Range Management, Biology, Agriculture, or a related field AND/OR three (3) years of comparable work experience substituting on a month for month basis, any combination of experience, education or training which would provide the knowledge and ability required. Must successfully pass a background check and a driving record check. Current Pesticide Operators License and any necessary endorsements required by law issued by the Washington State Department of Agriculture or secured within 60 days of the initial date of employment. Maintain a valid driver's license.

**Application: Walla Walla County application, resume and cover letter required.
SELECTION IS BASED ON QUALIFICATIONS, ORAL INTERVIEW, BACKGROUND CHECK AND DRIVING RECORD CHECK.**

**Walla Walla County
Position Description**

JOB TITLE: Noxious Weed Coordinator

DEPARTMENT: Noxious Weed Board

REPORTS TO: County Noxious Weed Board (RCW 17.10.060)

PAY GRADE: 5, Part Time (not to exceed 100 hours per month)

JOB SUMMARY: Responsible for developing, implementing, coordinating, and evaluating the noxious weed program in Walla Walla County. This position also prepares the annual budget, grant applications, correspondence, reports, news releases, documents, and reference materials. Maintains close working relationships with the Board of County Commissioners, County administration and other resource personnel, WSU Extension, outside agencies, and the general public. The Noxious Weed Coordinator works under the guidance of RCW 17.10, and Walla Walla County policies and Procedures.

SUPERVISORY RESPONSIBILITIES: Oversees and supervises all aspects of the Noxious Weed Department functions and responsibilities.

ESSENTIAL FUNCTIONS:

50% - Develop, implement, coordinate, and evaluate the noxious weed program in Walla Walla County.

- Develop an integrated noxious weed management program in conjunction with landowners and/or leaseholders, and Directors of the Weed Board.
- Administer the State noxious weed law as prescribed in RCW 17.10 and enforce the policies of the Board of Directors.
- Initiate and enforce procedures as stipulated in RCW 17.10.170.
- Propose annual plan of action for review by the Board of Directors.
- Plan and conduct educational programs with WSU Cooperative Extension and advise landowners and/or leaseholders on the use of control strategies in the management of noxious weeds.
- Prepare reports and documentation as stipulated by the Board of Directors or local legislative authority.
- Apply (or oversee the application of) herbicides or biological control agents in the management of noxious weeds in accordance with RCW 17.10.170.

25% - Prepare correspondence, reports, news releases, newsletters, databases, and other documents and reference materials.

- Maintain records required by the WSDA, State of Washington, Walla Walla County, other regulatory agencies, and the Board of Directors.
- Institute a document retention/destruction program.
- Update technical references and resource materials.

20% - Prepare budgets and manage activities associated with the operation of the office.

- Prepare annual budget for review by the Board of Directors.
- Prepare and monitor budgetary and grant expenditures.
- Write and submit grant applications.
- Order supplies and materials used in the operation of the office.
- Oversee maintenance of equipment.

5% - Develop training activities and professional improvement programs for support staff, weed inspectors, and coordinator.

- Supervision of volunteer weed inspectors and temporary help if utilized.
- Instruct and train weed inspectors on plant identification, pesticide regulations, applications and provisions of RCW 17.10, policies, and procedures of the Board.
- Update technical competencies of weed inspectors using internal and sponsored training.
- Attend professional improvement activities to enhance technical and administrative

competencies.

OTHER DUTIES: Perform other duties as required to assist the Department in accomplishing its mission, including but not limited to: Attending State Noxious Weed Board meetings, workshops, and other events as directed by the Board.

EQUIPMENT TO BE USED: General office equipment and driving of vehicles. Must possess access to, or own, insured vehicle, preferably 4-wheel drive, for performing weed inspection tours throughout the County, as well as for attending meetings held within or outside of Walla Walla County.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Work will be accomplished in an office environment and includes visits to remote work sites, projects, and inspections, including hiking in field terrain in all types of weather conditions. Hours of work will be as necessary to accomplish the functions and responsibilities in providing the noxious weed control programs. Physical abilities required for this position are ones typically related to office and outside environment operations; walking, sitting, standing, bending, reaching, and lifting up to 20 pounds. Manual dexterity and visual acuity to operate computers and other equipment; sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Ability to obtain, organize and analyze data from a variety of sources.
- Ability to prepare accurate and concise reports.
- Ability to communicate with area landowners and/or leaseholders and present a professional attitude.
- Ability to work independently, complete projects, and assume leadership roles.
- Knowledgeable in plant identification, plant ecology, pesticides, pesticide application, and environmental issues.
- Ability to make basic mathematical computations.
- Ability to develop and maintain effective working relationships with state and local officials, service agencies, and the general public.
- General knowledge of and ability with MS Office software.

EDUCATION AND EXPERIENCE: A Bachelor of Science Degree in Weed Science, Crop Science, Range Management, Biology, Agriculture, or a related field AND/OR three (3) years of comparable work experience substituting on a month for month basis, any combination of experience, education or training which would provide the knowledge and ability required.

LICENSES AND OTHER REQUIREMENTS: Must successfully pass a background check and a driving record check. Current Pesticide Operators License and any necessary endorsements required by law issued by the Washington State Department of Agriculture or secured within 60 days of the initial date of employment. Maintain a valid driver's license.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT

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