



Position Description

WeedWise Program Specialist

(Limited Duration Full-time, Hourly)

Hourly wage: \$21.00

Location: Oregon City, Oregon

General Information

The Clackamas Soil and Water Conservation District is a special district located in Oregon City, Oregon. The District is a local government entity, governed by an elected board of directors and supported through real property taxes, grants, and contract services. District employees help Clackamas County residents to appropriately and responsibly use our renewable natural resources, including soil and water.

Position Summary

The WeedWise Program Specialist is a full-time, at-will non-exempt position subject to the overtime provisions of the Fair Labor Standards Act. The position is currently approved to be of limited duration, not to exceed three (3) years. The primary work station will be located in Oregon City, Oregon. This position will provide project management to the Clackamas Soil and Water Conservation District's WeedWise Program and will assist with field-based weed control work, outreach efforts, data collection, and administrative tasks.

The WeedWise Program Specialist will assist with the District's *Priority Weed Control* program initiative and in support of the Clackamas River Invasive Species Partnership (CRISP).

<http://weedwise.conservatiodistrict.org/crisp>. The *Priority Weed Control* initiative involves surveying and documenting priority invasive species; project planning and management; outreach to landowners; overseeing contracted weed control activities; and treating noxious weeds using a variety of integrated pest management (IPM) practices. The WeedWise Program Specialist will also assist the WeedWise Program staff with planning and implementation of additional program activities and initiatives as required.

The WeedWise Program Specialist will have experience in project development and management. Tasks will involve working both independently and in a team. Daily work activities will involve direct interaction with land owners and land managers representing a diverse group of public and private interests. Success in this position will require an individual with the initiative to work proactively to accomplish the goals of the WeedWise Program. Attention to detail and careful time management will be necessary to meet the demands of this position.

Scope of Responsibilities

The WeedWise Program Specialist must be proficient in the following areas:

- Native and invasive plant ecology and management
- Project development and management
- Implementation of weed control activities in the field

- Partner collaboration and facilitation
- Time management and scheduling
- Public speaking and interpersonal communication
- Community outreach and education
- GIS/GPS/Mobile mapping and data collection
- Grant and project reporting
- Ability to operate a motor vehicle and maintain a clean driving record
- Working independently and as a part of a team

Duties and Functions

The WeedWise Program Specialist will perform the following duties and functions:

Project development and management: Work with staff from the WeedWise Program to develop weed control projects across Clackamas County. Tasks will involve identifying project sites, developing a treatment and management plan for a site, implementing restoration efforts, coordinating contractors, and documenting activities. Must be able to work independently.

Carry out invasive species surveys: Assist with weed surveys to document weed infestation and extent throughout Clackamas County. Be familiar with invasive and native plant species. Duties will include recording information associated with priority species including size, location, percent cover, and distribution.

Data management: Assist with management of the District's WeedWise database of invasive plant observations, landowner information, and treatment information. Tasks will include collecting data, analyzing data, and ensuring data quality. Assist with map creation and technical report-writing using existing data, as needed to support District work.

Clackamas River Invasive Species Partnership (CRISP): Support implementation of CRISP's *Invasive Species Management Plan* (<https://drive.google.com/a/conservationdistrict.org/file/d/0B-kvFFv8IYynbXU1aUpvYXdUODQ/view>). Implement the various CRISP goals and activities, including coordinating on-the-ground weed control efforts with local landowners and managers, project development, activity reporting, and development of outreach materials.

Public outreach and landowner assistance: Assist with WeedWise landowner education and outreach events, as well as outreach activities through the Priority Weed Control program initiative. Tasks will include helping to develop outreach materials, attending outreach events, responding to public inquiries, and contacting landowners to coordinate weed control efforts.

Implementation of weed control activities in the field: Work within the WeedWise Program to implement a variety of weed control efforts throughout Clackamas County, including implementation of weed control efforts as part of the Priority Weed Control program initiative. Tasks will include overseeing restoration contractors and carrying out small scale weed control activities using Integrated Pest Management practices.

Assist with project reporting, documentation, & article writing: Assist with documentation and report writing in support of all WeedWise program activities, including helping to document weed control activities and methods employed, preparing project summaries and reports, and providing regular summaries of activities work to the Conservation District Board of Directors.

Work independently and as a part of a team: Work both independently and in conjunction with other District staff. Be able to operate a motor vehicle and maintain a clean driving record. Demonstrate careful attention to details without direct oversight.

Position Qualifications and Skills

Minimum qualifications are:

- A Bachelor's degree in biology, ecology, environmental science, weed science, natural resource management, or a related science, **or** three years of comparable experience working for a natural resource related organization, agency, or business;
 - Experience working with on-the-ground implementation of conservation practices associated with invasive species/native plant management;
 - Experience collecting field data and maintaining field notes;
 - Good oral and written communication skills;
 - A demonstrated proficiency using personal computers and mobile field based technology;
 - Strong project management skills;
 - Must have a Public Pesticide Applicator's License, **or** be willing to secure a license within three months of hire date;
 - A demonstrated proficiency using Microsoft Office and ESRI ArcGIS;
 - The ability to work independently and as part of a team.
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- A valid driver's license and a good driving record.

Supervision and Guidance

The WeedWise Program Manager will provide direct oversight of the day-to-day activities of the WeedWise Program Specialist. All Conservation District staff, including the WeedWise Program Specialist, are supervised by the General Manager under the authority of the Clackamas Soil and Water Conservation District Board of Directors.

Working Conditions and Physical Demands

This position involves working both in the field and in an office setting.

Field work will include working in and around such locations as residential lots; farms; rivers, streams, and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky, or other hazardous terrain. Activities may occur during inclement weather.

Office work may include operating office equipment such as a computer, fax machine, and copier. This may require sitting and working at a desk for long periods or standing at a table or booth during outreach events.

This position requires occasional travel to field sites, workshops, trainings, and meetings. Travel may be required outside of the normal workday, sometimes overnight for as long as one week.

The WeedWise Program Specialist shall perform all duties in a prudent and sensible manner, following established policies and procedures.

Compensation and Benefits

This position is classified as a *Specialist 1*. It is a full-time, *limited duration*, at-will, non-exempt position subject to FLSA overtime requirements. Starting hourly wage is \$21.00. The position is subject to all District employment policies and procedures.

The District offers a competitive benefits package including: health and dental insurance; employee life insurance; participation in a tax-deferred savings plan funded by employer and employee contributions; sick leave; paid vacation and 10 holiday days a year; and continuing education. More information on benefits can be obtained at the District Office.

Employees are employed at will, and new employees are considered to be in training for their first six months of employment.

The Clackamas Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.