



**Program:** WeedWise

**Position Title:** WeedWise Specialist (CWMA)

**Exempt/Non-exempt:** Full-Time, Non-exempt

**Salary Range:** Band C Step 6 – Step 20 (\$54,315.89 to \$82,157.65)

### **INTRODUCTION**

This position serves as a WeedWise Specialist for the Clackamas Soil and Water Conservation District (District). This is an “at-will”, non-exempt, full-time position subject to available funding and the General Employment Policies of the District. Clackamas Soil and Water Conservation District is a local unit of government that operates as a special district of Oregon. The Clackamas Soil and Water Conservation District is governed by a board of locally elected directors, and receives its funding through a permanent tax rate, contracts, and grants.

This WeedWise Specialist works with residents and land managers to assess, evaluate, plan, implement, and monitor conservation practices to minimize the impact of invasive weeds on the economic, ecological, and social resources of our region. The WeedWise Specialist position provides technical assistance and project management to the Clackamas Soil and Water Conservation District, WeedWise Program by supporting weed management, outreach, data management, and associated administrative tasks.

In addition to providing support to the WeedWise program, the WeedWise Specialist will serve as the coordinator for the 4-County Cooperative Weed Management Area (CWMA) and Columbia Gorge CWMA. This coordination is dependent upon CWMA funding and will constitute 50% (25% for each CWMA) of total work hours. The WeedWise Specialist will support the administration and coordination of the CWMAs including, meeting planning, committee support, outreach and education, budgeting, reporting, event planning, and other associated tasks in conjunction with the Steering Committees for each CWMA.

The WeedWise Specialist must have a strong familiarity with invasive plants and their management, strong project management skills; data collection and management; the ability to work independently and as part of a team; and the ability to clearly communicate with District staff and with project partners both verbally and in writing. The person in this position is an integral member of the Clackamas Soil and Water Conservation District’s WeedWise Program and our local CWMAs. The WeedWise Specialist is expected to provide technical expertise, exemplary service, and to perform all aspects of their work in a professional manner.

## ESSENTIAL DUTIES

### **35% Technical**

- ***Project development and management:*** Develop weed control projects throughout Clackamas County. Tasks will involve identifying and evaluating project sites, developing a management plan and operational budget for a site, writing work orders, implementing restoration efforts, coordinating with partners and contractors, documenting project activities, and monitoring results and outcomes.
- ***Implementation of weed control activities:*** Implement a variety of weed control practices throughout Clackamas County. This will include implementation of weed control efforts as part of the *Priority Weed Control* program initiative. Tasks will include implementing weed control activities using Integrated Pest Management (IPM) practices including coordinating restoration contractors. Implementation of weed control activities may require working alone in rugged and undeveloped sites in remote locations.
- ***Invasive plant surveys:*** Conduct invasive plant surveys throughout Clackamas County to evaluate and document infestations and their extent. The WeedWise Program Specialist must have familiarity with invasive and native plants. Surveys include recording information associated with priority species including size, location, percent cover, and distribution.
- ***Public outreach and landowner assistance:*** Provide landowner education and outreach associated with efforts implemented through the *Priority Weed Control* and *Technical Assistance* program initiatives. Tasks will include one-on-one interactions with landowners and District Conservation Planning staff, helping with the development of outreach materials, attending and participating in outreach events, teaching workshops, meeting with community groups and organizations, presenting information to the public, responding to public inquiries, and contacting landowners to coordinate weed control efforts.

### **15% Administrative**

- ***Maintain positive working relationships:*** Responsible for maintaining a positive working relationship with partners, customers, coworkers, board directors, and other officials by being responsive and respectful with people having a diverse range of needs and cultural backgrounds.
- ***Data management:*** Collect and manage data associated with invasive plant observations, site information, landowner interactions, and treatments. Tasks will include collecting data, analyzing data, ensuring data quality. Provide trainings and guidance to contractors and partners on the proper use of our mobile data platform. The WeedWise Specialist must have a working knowledge of Microsoft Excel, ESRI ArcGIS, and ESRI ArcGIS Online to assist with contractor assignment and data collection in the field.
- ***Project reporting, documentation, & writing:*** Provide documentation and report writing in support of all WeedWise program activities. This includes documenting weed control activities and methods employed, preparing project summaries and reports, and providing regular summaries of activities to the Clackamas Soil and Water Conservation District's Management and Board of Directors.

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- **Grants and Contracting:** Assist the WeedWise Program Manager in preparing grant proposals and contracts as needed to complete work. Specific tasks may include drafting grant proposals, developing project scopes, and reviewing grants, contracts, and agreements.
- **Budgeting and Invoicing:** Responsible for reviewing invoices and working with vendors for completeness and accuracy, completing District forms to secure payment for vendors, and tracking project and program expenses in conjunction with other WeedWise staff.
- **Sandy Basin Vegetation Restoration Coalition (SBVRC) Coordination:** Assist with the administration of SBVRC-related activities including partner communication, meeting facilitation, partnership coordination, outreach and communication with affected landowners, invoice processing, budget tracking, report writing, presentation of results, among other associated tasks. SBVRC-related activities will be planned and implemented in conjunction with the WeedWise Program Manager and SBVRC partnering organizations.

#### **50% Administrative (CWMA)**

- **Coordinate Cooperative Weed Management Area activities:** Provide coordination and administration associated with all CWMA-related activities including partner communication, facilitation, and coordination. Activities will be divided between the 4-County and Columbia Gorge CWMAs, as defined in the *Operational Agreement* between the CWMAs and the District.
- **CWMA Meeting Coordination:** Provide support and administration of CWMA meetings, and committees, including coordination with CWMA partners, development and distribution of agendas, meeting, minutes, and supporting materials.
- **Outreach and Communication:** Provide regular updates and communication to and between CWMA partners through emails, announcements, newsletters, website, and provide administration of CWMA listservs.
- **Event planning:** Provide event planning support to the CWMAs for annual symposia, field days, meeting, and community events. Activities includes securing venues, organizing agendas, coordinating presenters, catering, A/V coordination, remote meeting attendance, and other logistics.
- **Budgeting and Invoicing:** Review invoices and work with vendors for completeness and accuracy, completing District forms to secure payment for vendors, and track project and program expenses in conjunction with CWMA partners.
- **Maintain positive working relationships:** Responsible for maintaining a positive working relationship with partners by being responsive and respectful with people having a diverse range of needs and cultural backgrounds.
- **Project Development and Support:** Provide support to the CWMAs for project development and planning as needed to support the goals and objectives of the CWMAs. Projects will be planned in conjunction with the relevant CWMA committees, contractors, and participants.
- **Project reporting, documentation, & writing:** Provide documentation and report writing in support all CWMA. This includes documenting CWMA activities, events, project summaries and reports, and providing regular summaries to CWMA committees, partners, and funders.

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## **SECONDARY DUTIES**

- ***Partner collaboration and facilitation:*** May serve as the Conservation District representative at meetings and collaborative events, as directed by the WeedWise Manager. This may include coordinating and facilitating activities amongst partnering organizations with diverse interests and differing levels of expertise.
- ***Training*** Occasionally provide orientation, training, and supervision to technicians, volunteers, interns, contractors, or new employees as needed or as assigned.
- ***Land Management Program:*** Assist with the District's Land Management Program, as needed. This work is associated with District-held conservation easements and District-owner properties.
- ***Other Duties:*** Perform all other tasks as assigned.

## **SUPERVISORY CONTROLS**

The WeedWise Specialist is directly supervised by the WeedWise Program Manager. All District employees are subject to the policies and procedures of the Clackamas Soil and Water Conservation District as overseen by the District Manager under the authority of the Clackamas Soil and Water Conservation District Board of Directors.

The WeedWise Specialist fulfills assigned work tasks with a high degree of independence, using their own judgement and initiative to resolve many problems with or without supervisory consultation. The WeedWise Specialist will use judgment and discretion in determining which issues or problems should be brought to the attention of the WeedWise Program Manager, and whether to initiate action prior to consultation. Work will be planned in advance and submitted to WeedWise Program Manager for review. The WeedWise Program Manager will be available to discuss problems or concerns, however, work is reviewed in terms of success in meeting performance standards.

The WeedWise Specialist is a non-supervisory and is not responsible for supervision of other employees.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The WeedWise Program Specialist must have:

- Knowledge of the ecology and biology of native and invasive plant communities in western Oregon.
- Knowledge of conservation practices applicable to natural resource conservation on rural and urban properties.
- Knowledge of Integrated Pest Management (IPM) control methods including but not limited to the use of manual, mechanical, cultural, and chemical control practices, as well as the safe and responsible operation of associated weed control equipment, herbicides, sprayers, and personal protection equipment (PPE);
- Skill using computers and field-based technology for correspondence, data entry, data analysis and management using Microsoft Office Suite.
- Skill using computers and field-based technology for GIS/GPS mapping, data collection, and management.
- Skill in communicating and writing.

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- Skill in project management and coordination.
- Ability to work collaboratively with partners.
- Skill in grant and project reporting
- Ability to work independently and as a part of a team.
- Ability to safely operate a motor vehicle during daylight hours, after dark, and during inclement weather.

#### **REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS**

- A Bachelor’s degree in biology, ecology, environmental science, weed science, natural resource management, or a related science, **and** three years of comparable experience working for a natural resource organization, agency, or business; **or** five years of comparable experience working for a natural resource organization, agency, or business
- Experience working with on-the-ground implementation of conservation practices associated with invasive species/native plant ecology and management.
- Experience collecting field data and maintaining field notes.
- Must have a current Public Pesticide Applicator’s License or secure a license within three months of hire date.
- Sufficient mobility and ability, with or without reasonable accommodations, to perform the physical functions of the job, both in the office and in the field (see *Working Conditions*).

#### **DESIRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS**

- Master’s degree or higher in a relevant field.
- Experience using ESRI ArcGIS Pro, ArcGIS Online, and Field Maps.
- Experience with WordPress and/or website development and administration.
- Experience using Adobe Creative Suite (Photoshop, Illustrator, InDesign).

#### **PROJECT COMMITMENTS**

The WeedWise Specialist is responsible for adhering to all time commitments obligated under existing project, grants, awards, and agreements. The current project commitments for this position include coordination and implementation of noxious weed control across Clackamas County.

- Columbia Gorge CWMA – 520 hours per year
- 4-County CWMA – 520 hours per year
- BLM: Clackamas Invasives Partnership – 40 hours per year
- USFS: Stewardship Agreement – 80 hours per year.
- USFS: RAC Agreement – 60 hours per year

**TOTAL COMMITTED HOURS: 1140**

#### **ESSENTIAL PHYSICAL ABILITIES AND WORKING CONDITIONS**

- Work is performed in both an office environment and in the field. Office work involves significant time sitting at a computer station, keyboarding, standing at a table, and using typical office equipment. Physical requirements include adequate vision and sufficient manual

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dexterity to operate a computer, and the ability to sit for long periods, to stand, and to lift up to 50 pounds, with or without reasonable accommodation.

- Field work includes working in and around rugged locations such as rivers, streams and ponds, properties with dense vegetation or woodlands, and other areas with steep, slippery, muddy, rocky, or other hazardous terrains. The ability to walk and to carry weight up to 50 pounds, with or without reasonable accommodation on rough terrain and to work and drive in a variety of weather conditions is essential.
- Field work requires handling, mixing, and spraying herbicides and other chemicals that may be hazardous if mishandled. The ability to read and follow labels requirements, and to safely handle herbicides and other chemicals in a variety of field conditions is essential.
- This position may require work outdoors related to workshops, tours, farmers markets, feed stores, field days, and other District-sponsored programs and events. These events may occur during inclement weather.
- This position is generally a 40-hour work week. Regular work hours are between 8 am and 4:30 pm, Monday through Friday. Periodic travel to meetings, events, and training is required. Some event and weekend meetings may occasionally require overnight stays of more than two consecutive nights.
- The WeedWise Program Specialist shall perform all duties in a prudent and sensible manner, following established policies and procedures.
- Office work is required in conjunction with field activities, but when feasible this position is eligible to be under a hybrid work model which allows work to be done at a home office and in the District office located in Beaver Creek, OR pending District Manager approval.
- To perform the duties of this position, the WeedWise Specialist must serve as incidental motor vehicle operator during daylight hours, after dark and during inclement weather. To carry out these assigned duties, a current and valid Oregon driver's license is required.
- Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*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.*