

Position : Harney County Weed Program Coordinator

This position is located in Harney County in southeastern Oregon. It is a full time, permanent position employed by the County. This position reports to the County Court through the County Road Supervisor and is guided by the County Weed Board.

Salary : \$25,000 to \$35,000 (DOE) annual with full benefit package.

Opening Date: Jan. 5, 2005

Closing Date: Feb. 4, 2005

Location: Burns, OR

Work Schedule: Full Time

Major Duties:

1. Supervise County Weed Control Program

- A. Prepare, present, and manage County Weed Control Program budget
- B. Supervise County weed control program staff
- C. Coordinate budget activities and roadside application work with County Road Supervisor.
- D. Oversee the inventory and ordering of all chemicals for county roadside treatment program
- E. Develop vegetation management prescriptions for county vegetation management projects
- F. Conduct field treatments as appropriate
- G. Collect and manage all program data, prepare required reports, ensure that all documentation is turned in to appropriate recipients
- H. Maintain a current Oregon pesticide applicator's license, with all applicable categories. Ensure that all weed program personnel are adequately trained and licensed.
- I. Responsible for maintenance and operation of all county weed program application equipment.
- J. Oversee and coordinate the County Cost Share Program
- K. Prepare grants to facilitate County weed management education, and outreach activities

2. Coordinate Harney Cooperative Weed Management Area Activities

- A. Finalize the CWMA Memorandum of Understanding (MOU) and obtain signatures. Draft the CWMA Strategic Plan.
- B. Draft CWMA Annual Operating Plan. Ensure that the goals of the Annual Operating Plans are accomplished. Complete annual reports/summaries
- C. Secure adequate funding for continuation of this Coordinator position and additional CWMA requirements each year.
- D. Serve as the nucleus of the CWMA and focal contact person for all the cooperators involved.
- E. Ensure that the Education/Awareness, Prevention, Control, Monitoring, and Research projects decided upon by the group are adequately funded and accomplished in a timely manner. Ensure that annual reports/summaries are completed for the projects and adequately advertise the CWMA accomplishments.

Qualifications:

- ❁ Two years experience in noxious weed control field.
- ❁ Knowledge of noxious weed identification
- ❁ Applicant must have or acquire by start date an Oregon Pesticide Consultant's License and an Oregon Public applicators license
- ❁ Possession of valid driver's license.

Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

Questions concerning this job announcement can be emailed to weedcontrol@co.harney.or.us .