SAN JUAN COUNTY
POSITION DESCRIPTION

Position Title: Noxious Weed Program Coordinator
Reports to: County Extension Agent and SJC Noxious Weed Board
FLSA Status: Nonexempt
Positions Directed: one

BASIC FUNCTION: The employee occupying this position is responsible for conducting field work and coordinating efforts to eradicate or control noxious weeds along county right of ways, utility corridors, and other public and private lands. Work is performed independently under the direction of the Noxious Weed Control Board. The employee in this position will work within the framework of RCW 17.10 and is administratively within the WSU Extension Department of San Juan County.

MINIMUM QUALIFICATIONS: Bachelor’s degree or equivalent and two years administrative/supervisory experience and a working knowledge of basic botany including plant taxonomy, OR any combination of education, training and experience which provides the knowledge, skills and abilities to perform the essential job functions. Must have a current Washington State Driver’s License and a Washington State Department of Agriculture Herbicide Consultant’s license or be able to obtain the WSDA license within one year of employment.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Performs field work study to locate and identify noxious weeds within the County.
*2. Coordinates efforts to eradicate noxious weeds with county departments, the Town of Friday Harbor, utility companies, WA State Parks, National Park Service, port authorities, volunteers, members of the community, and others.
*3. Directs the work of volunteers and crews and employees of public agencies in the field.
*4. Serves as a resource for the public and private sector regarding noxious weed identification, control methods and other general information.
*5. Regularly attends the meetings of and reports to the San Juan County Noxious Weed Control Board.
*6. Contacts public and private property owners when noxious weeds are located on their property and provides technical and resource contact assistance for the owner in eradicating noxious weeds.
*7. Maintains current knowledge of noxious weeds being targeted for control.
*8. Issues notices of violations to landowners as appropriate and enforces state and county noxious weed regulations in cooperation with the Prosecuting Attorney’s Office.
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*9. Conducts research on appropriate biological, mechanical and chemical weed control techniques.

*10. Schedules and directs the Noxious Weed Board Field Assistant.

*11. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

**PHYSICAL AND MENTAL REQUIREMENTS:**
Frequent sitting, standing and walking. May occasionally be required to lift objects weighing 20-50 lbs. with both hands and arms. This position requires continuous hand and finger movement and, visual acuity at 20 inches. The employee must be able to talk, receive and understand written and oral communication and given written and oral instruction.

**EQUIPMENT REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maps, aerial photos, measuring tools</td>
<td>2-3</td>
<td></td>
</tr>
<tr>
<td>Camera, video camera</td>
<td>1-2</td>
<td>X</td>
</tr>
<tr>
<td>Vehicle</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>Telephone</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Hand Tools – shovels, pruners, weed wrenches</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Computer</td>
<td>2</td>
<td>X</td>
</tr>
</tbody>
</table>

**WORKING CONDITIONS:** Work is often performed outdoors, along roadsides and on public and private property. Employee must travel by automobile, ferry, small boat, and plane to sites on other islands and occasionally to the mainland for training and administrative duties.