



Noxious Weed Control Program Specialist

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	1/1/1900 12:00:00 AM
Working Title:	Noxious Weed Control Program Specialist
Job Family:	Program
Classification:	Program Specialist

ORGANIZATION

Department:	Community Development
Cost Center/Program:	1201 - Noxious Weed Control
Exemption Status:	Non Exempt
Union:	AFSCME 1308 - Courthouse

JOB SUMMARY

Positions in this classification serve in a supporting role as a resource for work teams handling multi-disciplinary or technically challenging projects and programs. Incumbents may act as a program liaison and provide support to program participants and outside entities regarding functions of the program; interpret, review and apply program specific policies, procedures and regulations; assess program needs; and assist in the development courses of action to carry out program activities.

A program is a specialized area with specific complex components and discrete tasks which distinguish it from the main body of an organization. A program is specific to a particular subject. The specialized tasks involve interpretation of policies, procedures and regulations, budget coordination/administration, independent functioning and typically, public contact. Duties are not of a general support nature transferable from one program to another. Performance of clerical duties is in support of incumbent's performance of specialized tasks.

Distinguishing Characteristics

This is the second level within a six level Programs series. This classification is distinguished from the next level within the series in that Programs Coordinators perform technical level work requiring program specific experience and may serve as a lead over other workers in a program. It is distinguished by providing specialized support work specific for the program and program participants. Positions at this level work under general supervision and plan and organize operations for programs such as the business enterprise, volunteer services and community resources, elections examination/administration programs. Incumbents oversee day-to-day program operations, function as a program representative and resource, have extensive contact with program participants and outside entities, and resolve problems within a delegated area of authority. Unusual problems, probable outcomes and solutions are presented to higher levels for resolution.

The Noxious Weed Control Program seeks to gain a better understanding of the status of noxious weed infestations in the County to help prioritize and inform future work. This position supports the Noxious Weed Control Program through field surveys and mapping of noxious weeds across public and private properties in Kitsap County. The Program Specialist will be responsible for locating, identifying, and mapping populations of noxious weeds using GPS handheld units, and creating maps of infestations using spatial statistical analysis techniques to summarize the impact of noxious weeds across Kitsap county. The Program specialist will present findings to the Noxious Weed Control Board to better prioritize noxious weed control resources. The Program Specialist reports to the Noxious Weed Program Coordinator in the Kitsap County Department of Community Development.

This position will strengthen the County's ability to meet state noxious weed control requirements, improve data accuracy, and enhance long term management of invasive species across Kitsap County.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
<p>Field Surveys and Data Collection Review and utilize historical data and current reports to develop field survey plans in cooperation with the Noxious Weed Program Coordinator. Communicate with public and private landowners to obtain property access for survey activities. Conduct field surveys across diverse landscapes to identify and map noxious weed infestations. Collect geospatial data in a GIS application using a phone or tablet. Identify plant species using dichotomous keys, field guides, and other botanical resources. Evaluate and verify plant identification suggested by common plant ID applications. Collect plant specimens as needed to confirm taxonomy. Work outside independently for up to 8 hours per day in wide range of weather conditions. Walk on uneven, steep, or sometimes challenging terrain for up to 8 hours per day in forests, savannahs, prairies, wetlands, or other natural environments.</p>	70%
<p>Data Processing and GIS support Import geospatial data into a GIS platform such as ArcGIS Pro. Inspect, manipulate, edit, and join geospatial data. Export geospatial data for use in other applications. Visualize data and produce relevant maps. Compile, synthesize, and analyze datasets for reporting purposes.</p>	20%
<p>Outreach, Communication & Engagement Support Support outreach, communication, and engagement activities in coordination with the Noxious Weed Program Coordinator and Program Technician, including preparation of accessible materials, maps, and summaries. Participate in meetings and briefings and incorporate stakeholder and partner input into project analysis and products. Prepare field survey reports and related materials for the Noxious Weed Control Board, technical committees, and County decision-makers.</p>	10%

Required for All Jobs

<ul style="list-style-type: none"> Performs other duties as assigned
<ul style="list-style-type: none"> Complies with all policies and standards

This Job is Essential	<input type="checkbox"/>
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QUALIFICATIONS

Education			
Education Level	Education Details	Required/Preferred	
Associate's Degree	in a field closely related to the program, from a college or university accredited by an agency recognized by the US Department of Education.	Required	
Bachelor's Degree	in botany, forestry, plant ecology, natural resource management, or an associated field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
2 years	support experience closely related to the program.	Required	
	Experience in using GIS mapping software and tools.	Preferred	
	Experience working for a government or non-profit organization.	Preferred	
	Professional experience using Microsoft Office Suite.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
DL NUMBER - Driver License, Valid and in State	Washington State Driver's License	within 30 Days	Required	

Equivalency

Relevant work experience demonstrating required knowledge, skills, and abilities may substitute for educational requirements. Work experience is essential and cannot be replaced by additional education.

Knowledge, Skills and Abilities

KSAs

Appear for scheduled work and complete assigned tasks within a reasonable period of time.

Establish and maintain effective working relationships with others using tact, courtesy and good judgment.

Maintain confidentiality and adhere to policy and procedures of the county and department.

Communicate effectively orally and in writing.

Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.

Physically perform assigned duties and essential functions of the position.

Familiar with Pacific Northwest plant communities, including common native and non-native plant species and their habitats

Working knowledge of the Washington noxious weed control law and its implementation through the state and county noxious weed control boards

Working knowledge of Class A and Class B noxious weeds

Familiar with integrated pest management principles and practices, including management techniques for controlling invasive plant species

Ability to identify plant specimens using dichotomous keys and field guides

Ability to critique plant taxonomy of specimens suggested by common plant ID apps (e.g. Google Lens, PlantNet, iNaturalist, Washington Wildflower Search)

Ability to identify plants with moderate confidence in a moving vehicle at typical highway speeds or while using binoculars

Ability to collect, document and preserve plant specimens for later identification. Experience with herbarium archival techniques.

Familiar with different plant survey methods (e.g. plot-based sampling, intuitive-control surveys, rapid assessments, etc.)

Ability to collect geospatial data in a GIS app (e.g. ArcGIS Field Maps) using a phone or tablet

Ability to import geospatial data into a GIS platform such as ArcGIS Pro or QGIS

Ability to inspect, manipulate, edit, and join geospatial data

Ability to export geospatial data for use in other applications

Ability to visualize spatial data, create, and export relevant maps

Ability to work outside for 8 hours per day in weather typical of low-elevation areas of the Pacific Northwest at any time of year, including: full sunlight, cloudy/overcast, light to moderate rain, light to moderate wind, light to moderate snow

Ability to walk on uneven and/or steep terrain for up to 8 hours per day in forest, savannah, prairie, wetland or other natural environments typical of low-elevation areas in the Pacific Northwest

Ability to safely lift and carry 35 lbs. for up to 5 minutes at a time, typically 2 to 4 times per day, for example while loading and unloading a vehicle

Ability to safely lift and carry 15 lbs. for up to 8 hours per day, for example while carrying a medium-sized backpack full of gear while hiking through a forest

Ability to fulfill responsibilities while wearing personal protective equipment such as long-sleeved pants and shirts, hard hat, safety glasses and/or gloves

Ability to wayfind using maps, off trail, and work independently in the field

Ability to work independently, prioritize work responsibilities, and manage own time

Working knowledge of Microsoft products (e.g. MS Word, MS Excel, MS Outlook, MS PowerPoint)

Ability to safely drive a car or small truck

Ability to participate in 2 to 3-hour long meetings with the Kitsap County Noxious Weed Control Board during evenings, typically up to one time per quarter

Ability to participate in public outreach events lasting 3 to 6 hours long during evenings and weekends (e.g. Farmers Markets, festivals, etc), typically once per month

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:

Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment

Remote Employment Type:

Remote Employment Text:

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain		
Running		
Jumping		
Climbing Ladder, stairs, stools		
Balancing		
Bending at the waist		
Twisting at the waist		
Stooping Slight bend at knees		
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting		
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down		
Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs		
Lifting 11-20 lbs		
Lifting 21-35 lbs		
Lifting 36-50 lbs		
Lifting 50 + lbs		

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs		
Carry 11-20 lbs		
Carry 21-35 lbs		
Carry 36-50 lbs		

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs		
Pushing 11-20 lbs		
Pushing 21-35 lbs		
Pushing 36-50 lbs		

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs		
Pulling 11-20 lbs		
Pulling 21-35 lbs		
Pulling 36-50 lbs		

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Reaching Above shoulder level			
Reaching at shoulder level			
Reaching below shoulder level			
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward		
Flexion of neck looking downward		
Twisting of neck side to side		

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp			
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp			
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to		

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
operate equipment, machinery, etc.		
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.		
Speaking: Orally communicate information and ideas with comprehension		
Reading: Comprehend and retain the written word.		
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground		
Exposure to Bloodborne Pathogens		
Work Outside		
Customer/Public Contact		
Work Inside		
High Elevations		
Moving Objects		
Slippery Surface		
Wetness		
Temp.Humid/ Extremes		
Temp. Cold Temp		
Confined Spaces		
Special Clothing		
Vibration		
Use of Solvents		
Use of Detergent		
Chemical Contact		
Chemical Vapors		
Dust or Particles		
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction		
Memory – Ability to remember and recall procedures, processes and activities routine in nature.		
Regular and reliable attendance		
Ability to problem Solve		
Ability to perform complex & varied tasks		
Ability to develop & maintain positive work environments		
Ability to supervise/lead and influence others		

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls		
Mechanical/Electrical parts		
Driving – Regular Vehicle		
Driving DOT/CDL Vehicle		
Operate Heavy Equipment		
Operate Heavy Machinery		
Small hand tools		
Operate power equipment such as drill/saws		

Other Requirements

Equipment, Machines, Vehicles Operated:	
Tools, Implements Used:	
Special Knowledge, Skills and Abilities:	
Respirator Use Required (other than nuisance dust mask). Describe:	

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00
Hourly Max:	\$42.30
Hourly Min:	\$33.07