**Class Summary**

The responsibilities of this classification include supervising lower level Noxious Weeds Control Specialists, assisting management with achieving program goals and objectives, working with landowners to obtain washington state noxious weed law compliance, and attaining the strategic goals of the King County Noxious Weed Control Program.

**Distinguishing Characteristics**

This is the third level within a three-level classification series. Incumbents in this classification serve as a technical program expert, conduct and assign field surveys and control activities, and maintain records, databases, maps, and other information systems. This classification is distinguished from the Noxious Weed Control Control Specialist II in that the incumbents supervise and hire staff, work under general supervision, independently manage complex program components, policy areas, and/or projects; manage major budget components with expenditure approval authority, and administer significant contracts and contracting processes. Noxious Weed Specialist III staff members possess subject matter expertise, skills, training, and/or experience in noxious weed management that are recognized at the regional and state level.

**Examples of Duties (May vary by position)**

*In addition to the duties for lower level classifications within the Noxious Weed Control Specialist series, the Noxious Weed Control Specialist III will:*

1. Hire, supervise, mentor, coach, evaluate, and assign work to Noxious Weed Control Specialist staff.
2. Prepare reports, correspondence, and enforcement notices; respond to program inquiries.
3. Review, analyze, and comply with local, state, and federal regulations pertaining to land use activities.
4. Review, analyze, and make recommendations regarding proposed county and state legislation.
5. Plan and coordinate noxious weed control activities on private, county, state, federal, or other agency lands as well as properties identified in the Land Conservation Initiative.
6. Approve and monitor scope, schedule, and budgets of contracts, grants, or projects and major program components and report results.
7. Develop technical procedures and methodologies.
8. Develop and manage relational and spatial databases; perform data analysis.
9. Monitor financial indicators and manage budgets with expenditure approval authority; assist in budget development.
10. Produce monthly/quarterly work program performance and budget reports for the board and management.
11. Serve as the public information or public involvement specialist for the program or program components.
12. Prepare educational materials and design and conduct training programs; prepare and give presentations to the public, county staff, and outside agencies.
13. Develop, prepare, and manage contracts in accordance with King County procurement standards.
14. Develop, review, approve, and/or assist in implementation of weed/vegetation management plans.
15. Perform other duties as assigned.

**Knowledge/Skills (May vary by position)**

Knowledge of washington state weed laws and other applicable regulatory processes

Knowledge of noxious weeds and other plants of Washington state

Knowledge of Integrated Pest Management and effective control methods

Knowledge of project management practices and procedures

Knowledge of negotiation and conflict resolution principles

Skill in reading and interpreting plans, specifications, maps, and other documents

Ability to communicate effectively in person and in writing

Ability to gather, manipulate, and analyze data utilizing a computer and various other tools including relational databases and GIS platforms

Ability to apply research and development methods used in natural resource management

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the classification

**Licensing, Certification and Other Requirements**

Valid Washington State Driver’s License

Ability to acquire Washington State Department of Agriculture Pesticide Applicator license within 30 days of employment

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

|  |  |
| --- | --- |
| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 3 |
| **Levels within same series** | Noxious Weed Control Specialist I Noxious Weed Control Specialist IINoxious Weed Control Specialist III |
| **Class History** | 12/2014 – Created 8/2015 – Updated content and format6/2020 – Updated content  |