**Class Summary**

The responsibilities of this classification include independently coordinating noxious weed control surveys and activities with county, state, federal, local municipalities, and private property owners. Incumbents are responsible for major program components/special projects and for working with landowners to achieve compliance with State of Washington noxious weed laws.

**Distinguishing Characteristics**

This is the second level within a three-level classification series. Under general direction, incumbents perform a variety of field and office work, as well as customer service and technical support for the Noxious Weed Control Program. This classification is distinguished from the Noxious Weed Control Specialist III in that incumbents may serve as a team lead for special project implementation. Incumbents possess significant, externally recognized skills, training, and experience in noxious weed management.

Incumbents in the Noxious Weed Control Specialist III classification are responsible for supervising and hiring staff, and managing significant contracts and/or budgets with expenditure approval authority. The Noxious Weed Control Specialist III possesses subject matter expertise, skills, training, and/or experience in noxious weed management that are recognized at the regional and state level.

**Examples of Duties**

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

1. Implement special projects, weed control regulatory compliance, and other major program components.
2. Coordinate activities with county, state, federal agencies and municipalities, private property owners, and open space lands identified by the Land Conservation Initiative.
3. Review, interpret, and follow legal documentation related to regulatory compliance procedures.
4. Prepare written reports, correspondence, and enforcement notices to landowners.
5. Coordinate and monitor the release of biological control agents.
6. Assist in the writing and management of grants including the planning and implementation of grant-funded activities/projects; administer, monitor, and track contracts, budget, and implementation status; and prepare reports.
7. Prepare memorandum of understandings (MOU) and requests for proposals (RFP), contract specifications, and other documentation for work in project areas.
8. Conduct applied field research, monitor study plots, and transects and analyzing results; draft technical papers/presentations explaining methodologies and results.
9. Coordinate and lead volunteer groups, WCC/AmeriCorps crews, and private contractors.
10. Conduct project site reviews and develop scoping surveys.
11. Develop site-specific stewardship plans with landowners.
12. Assist in budget management and ordering materials; monitor smaller discrete budgets.
13. Assist with the hiring and direct the work of short-term temporary employees and contract crews.
14. Train, assist, mentor and direct work of less-experienced staff.
15. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of noxious weeds, integrated pest management, and weed control techniques and procedures

Knowledge of office practice and procedures

Knowledge of environmental/biological monitoring techniques and approaches

Knowledge of ecosystem restoration techniques and principles

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

Skill in environmental analysis and research

Ability to communicate effectively in person and in writing

Ability to identify native plants of Western Washington

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

Ability to safely operate and maintain field equipment

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

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

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| **FLSA Des****ignation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 3 |
| **Levels within same series** | Noxious Weed Control Specialist INoxious Weed Control Specialist IINoxious Weed Control Specialist III |
| **Class History** | 9/2002 – Created 2/2003 – Updated 1/2008 – Updated font and format 8/2015 – Updated content and format6/2020 – Updated content |