JOB SUMMARY
A county weed coordinator plans, develops, and implements the County’s noxious weed control program as prescribed in RCW 17.10 and WAC 16-750 and in compliance with policies of the Mason County Noxious Weed Control Board. The coordinator is responsible for managing programs to control noxious weeds, planning and implementing weed education, prevention, field survey and control activities, supervises staff, and ensures compliance with state and county policies and procedures. The coordinator prepares grant proposals, correspondence and reports, and works closely with other County departments, public agencies and private landowners and is responsible for ensuring landowner compliance with Washington's noxious weed control laws.

POSITION REQUIREMENTS
Knowledge of biological, herbicidal, mechanical, and cultural methods of controlling noxious weeds, including current pesticide uses, hazards and compatibility with ambient environment. Knowledge of current state and federal weed control and pesticide laws and regulations. Knowledge of agriculture, forestry and resource management concepts and issues. Considerable knowledge of Botany. Knowledge of occupational hazards and safety precautions and skill in promoting such. Public presentation skills. Computer literacy in word processing, data bases, presentation development and other applications. Ability to work effectively with upper levels of management, elected officials and citizens. Ability to identify noxious weeds in various stages of growth. Ability to prepare accurate reports. Ability to work independently and to complete daily activities according to the work schedules. Ability to communicate clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with county departments and employees, various agencies, and the general public. Ability to plan and coordinate the work of others.

EDUCATION AND EXPERIENCE
Any equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions of the position as described above. Typical ways to demonstrate the knowledge and abilities include a natural resource related BS degree and/or several years’ progressively responsible experience in agricultural related fields, horticulture, agronomy, biology, forestry, and botany or weed control.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS
Must possess a valid Washington State driver's license and proof of current automobile liability insurance. Ability to obtain and maintain a Washington State Public Pesticide Consultant's License, a pesticide operator license, and any necessary endorsements within 60 days of employment.

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APPLICATION & SELECTION PROCESS

Applicants are required to submit a Mason County Application to the Human Resources Department. The completed application may include additional pages of employment history using the application format. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened based upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. Only those candidates chosen for interviews will be contacted. This selection process may be subject to change.

Return Applications to: Mason County Human Resources
HumanResources@masoncountywa.gov - PDF or Word Format Only
Mailing Address - 411 North 5th Street, Shelton, WA 98584
Physical Address - 423 North 5th Street, Shelton, WA 98584
Phone-(360) 427-9670 X 290

Equal Opportunity - Affirmative Action Employer Drug Free Work Environment

This information does not constitute an expressed or implied contract or offer of employment. Any provision contained herein may be modified and/or revoked without notice.

Application Instructions – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete separate applications for each position. Applications must be signed and dated, and returned to the Human Resources Department on or before the closing date. Completed applications should be submitted by mail to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, humanresources@masoncountywa.gov. Mailed applications must be postmarked no later than the closing date. Additional materials will not be accepted after the closing date (with exception to mailed applications/material with postmark by the closing date). Applicants should keep a copy of their completed application and any supplemental pages because they will not be returned nor copied after receipt.

Applicant Qualifications – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

Authorization to Work – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

Work Environment – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

Affirmative Action/Equal Employment Opportunity – Mason County is an equal opportunity employer, committed to fair employment practices and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran’s status, disability, or any other bias prohibited by federal, state or local law.

Accommodation – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 290.

Health Insurance – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

Paid Leave – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

Retirement Plan – All regular Mason County employees are enrolled in the Washington State Public Employee’s Retirement System (PERS). The County and employees contribute jointly to the plans.