



WASHINGTON STATE UNIVERSITY  
EXTENSION

## Eastern Washington Integrated Weed Control Project Coordinator

Position #105511

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### APPLICATION PROCESS:

The screening date for this position is May 2, 2008. Apply by submitting a letter describing how your experience and training support the qualifications for this position; a curriculum vitae or resume; copy of transcripts; and three signed letters of reference dated within the past year to: Lisa Clyde, WSU Extension, 413 Hulbert Hall, P.O. Box 646248, Pullman, WA 99164-6248, 509-335-2822, FAX 509-335-2926, e-mail: [eeocoord@wsu.edu](mailto:eeocoord@wsu.edu).

For more information about the position contact: Jim Kropf, NW District Director, WSU Extension, WSU Puyallup, 7612 Pioneer Way East, Puyallup, WA 98371, 253-445-4526, or email [jakropf@wsu.edu](mailto:jakropf@wsu.edu).

### LOCATION:

WSU King County Extension  
200 Mill Ave. South, Ste. 100  
Renton, WA 98507

Working location is the eastern Washington counties. The office location is to be based in eastern Washington, but is negotiable.

### POSITION DESCRIPTION:

Official Title: Extension Coordinator/1132.

Working Title: Eastern Washington Integrated Weed Control Project Coordinator, full-time, temporary, June 1, 2008 to November 30, 2008; possible extension through at least August 2009; administrative professional position.

### JOB DUTIES AND RESPONSIBILITIES:

The Extension Integrated Weed Control Coordinator provides overall leadership, coordination and management for the Integrated Weed Control Project (IWCP) throughout eastern Washington. The primary responsibilities for this temporary position are to build liaisons, networks and collaborative working arrangements as necessary to carry out the program with county, state, and federal agencies and with community based groups and organizations. The employee will coordinate with county weed programs, public agencies, and private landowners to enhance the use of integrated weed management, concentrating on biological control insects to manage invasive weeds. The employee will design, organize and conduct activities throughout the year. This position will represent the eastern Washington focus area of a statewide biological control program. Activities will not be limited to a specific county but will span much of eastern Washington. The coordinator will assess the needs and opportunities for integrated weed management and biological weed control in the region and work to expand the scope of the program and provide feedback to the Project Director regarding project needs. The employee in this position is given significant discretion within the scope of policy and regulation in the routine performance of his/her duties. Some supervision and guidance is received from the Project Director.

### Primary Responsibilities:

May include any or all of the following:

- Plan, develop, organize, implement, and evaluate integrated weed control techniques. Coordinate with county weed programs, public agencies, and private landowners to enhance the use of integrated weed management, concentrating on biological control insects to manage invasive weeds. Establish and maintain working relationships with key partners in other appropriate organizations and agencies throughout eastern Washington, including county weed boards. Network and collaborate within Extension statewide. Network with appropriate agencies in Oregon and Idaho as needed. Design, organize, and conduct activities throughout the year. Activities will not be limited to a specific county but will span much of eastern Washington. Assess the needs and opportunities for integrated weed management and biological weed control in the region and work to expand the scope of the program and provide feedback to the Project Director regarding project needs. Participate as a member of the IWCP team, assist in overall routine activities. (E-40%).

- Develop educational priorities and materials; deliver public educational presentations to engage the community in the project; work with the media as required. Represent the eastern Washington focus area of a statewide biological control program. (E-20%).
- Update and maintain program files and reports while maintaining a high standard for accuracy, completeness and efficiency in the preparation of data entry and reports (E-10%).
- Assess and prioritize the project needs; evaluate the success of the project objectives and adjust as required, including the monitoring of biocontrol success (E-10%).
- Maintain a working knowledge of current trends and programs involved with weed management; prepare an annual Plan of Work for the University and counties as requested; do other required paperwork. (E-10%).
- Solicit extramural funds to sustain the core program and develop appropriate community involvement (E-5%)
- Perform other related duties as assigned (E-5%)

### **Line of Responsibility:**

Integrated Weed Control Project Director and the King County Extension Director.

### **Essential Work Competencies:**

#### **Knowledge, Skills, Abilities or Competencies:**

The coordinator will need the following to perform the duties of the job:

- Knowledge of basic principles of biocontrol of weeds and other weed management techniques.
- Knowledge of weeds in eastern Washington and familiarity with control options, including available biocontrol agents.
- Knowledge of GPS and GIS technologies.
- Knowledge of the role for research-based information in community environmental education.
- Skills in using electronic communication methods and equipment for Extension education and daily work activities.
- Skill in collecting and identifying insects.
- Skill in formal and informal public speaking.
- Interpersonal, oral and written communication skills.
- Ability to prioritize and arrange job assignments.
- Ability to design and carry out monitoring protocols.
- Ability to answer and converse on the telephone, file and copy and compile project materials.
- Ability to read maps, aerial maps and measuring tools and GIS equipment
- Ability to maintain confidentiality, to the extent allowed by law.
- Ability to keep accurate records, complete timely reports, and develop, administer, and analyze program evaluation.
- Ability to apply technical knowledge.
- Commitment to diversity – an appreciation of the benefits of a diverse workplace and willingness to take actions to enhance the diversity of WSU.

#### **Mental Requirements**

- Ability to reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust.
- Ability to simultaneously address multiple complex problems.
- Ability to multitask without loss of efficiency or accuracy, including the ability to perform multiple duties from multiple sources.
- Ability to interact appropriately with a variety of individuals including customers/clients.
- Ability to work as an integral part of a team.
- Ability to understand, remember and follow verbal and written instructions.
- Ability to complete assigned tasks without direct supervision.
- Ability to exercise independent judgment and make decisions.
- Ability to maintain regular attendance and be punctual.
- Demonstrated ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations and relate to various personality styles in a calm, professional manner.

**Physical Requirements**

This position includes both sedentary office work and active fieldwork. During the field season (May through September), long hours outdoors in hot, dry conditions will be required. Driving long distances to reach and return from field sites will also be required. Occasional travel to state and regional events is extremely likely. This position requires the ability to perform light to medium lifting, pulling or pushing (up to 20 pounds) of gear and equipment in and out of vehicles. This position requires close vision, distance vision, and the ability to focus on plants and insects.

**MINIMUM QUALIFICATIONS:**

- 1) Bachelor's degree in Natural Resource Management, Botany, Weed Science, Entomology, Environmental Science, Horticulture, Biology, or a related field and two years of related program experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.
- 2) Demonstrated experience with invasive weed management and/or biological control insects.
- 3) Ability to communicate proficiently using oral, written and listening skills with a wide variety of audiences, including public speaking to groups.
- 4) Demonstrated ability to work effectively as a team member, work independently and be self-motivated.
- 5) Proficiency in the use of personal computers and software, including word processing, desktop publishing, spreadsheets, and databases.
- 6) Occasional travel to state and regional events is required. Must have, or be able to obtain, a valid driver's license at time of hire.

**PREFERRED QUALIFICATIONS:**

- 1) Master's degree in a relevant field.
- 2) Demonstrated ability to successfully solicit grants.
- 3) Demonstrated ability to partner with government agencies, community groups and diverse audiences.
- 4) Direct experience with both program development and implementation.
- 5) Working experience with GPS technology and GIS software.

**JOB EXPECTATIONS:**

- Understand and carry out the principles and specific requirements of the Civil Rights Act of 1864, the American with Disabilities Act, the Affirmative Action Plan, and all pertinent rules and regulations.
- The successful candidate will be required to work flexible hours that include fieldwork, as well as some evenings and weekends as needed.
- There is an expectation of travel year-round and reliable transportation (mileage reimbursed) is required. While using a private vehicle for official business, the successful candidate must have current automobile liability insurance (meeting the requirements described in RCW 46.30.020 and RCW 46.29.090) and will possess a valid driver's license at time of hire.

**SALARY:**

The salary will be within the range of \$3,000 to \$3,333.33 per month plus benefits.

**WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER.** Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

Washington State University is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or [hrs@wsu.edu](mailto:hrs@wsu.edu).