Wasco County Soil and Water Conservation District

Position Description

Job Title: Lower Deschutes CWMA Coordinator
Reports to: District Manager
Job Family: Professional
FLSA Status: Exempt, At-Will Employee
Date Established: 7/1/2024
Work Location: USDA Service Center in The Dalles, Oregon; work throughout Wasco County
Position Type: Full-Time
Salary Range: GS 7-9

Program and Position Information:

The Lower Deschutes CWMA Coordinator supports the mission of the Wasco County Soil & Water Conservation District (District) by coordinating the Lower Deschutes Cooperative Weed Management Area (CWMA). This position leads CWMA program development, partner coordination, seasonal work planning, and grant-supported project implementation across an extensive network of federal, state, local, tribal, and nonprofit partners involved in land management and invasive species control.

The Coordinator works closely with landowners, partner agencies, and District staff to prevent the establishment and spread of noxious weeds and to promote integrated weed management practices that protect watershed health, agricultural productivity, and natural resources. This position is non-regulatory and does not enter private property without permission.

Position Purpose or Summary:

The CWMA Coordinator is responsible for planning, coordinating, and implementing weed management activities within the Lower Deschutes CWMA. This position provides program leadership within the strategic direction established by the District Manager and District Board, ensuring that CWMA activities align with District priorities, grant requirements, and partner agreements.

The Coordinator works closely with the Weed Program Lead and CWMA partners to plan and implement field treatments, monitoring, mapping, and outreach. While the Coordinator provides technical guidance and day-to-day direction for seasonal Weed Technicians, formal supervision of staff remains with the District Manager.

The Coordinator initiates and develops grant proposals and project concepts and coordinates early with the District Manager and grant administration team to ensure alignment with District priorities and compliance requirements. Final submission, budget development, grant management, billing, and reporting are overseen by District leadership.

Duties and Responsibilities: (Including Critical Thinking; Impact and Influence; Work Independence; And Planning):

CWMA Program Coordination

- Coordinate development, implementation, and maintenance of the Lower Deschutes CWMA within the strategic direction established by the District Manager and District Board.
- Prioritize and coordinate day-to-day activities of seasonal Weed Technicians.
- Develop seasonal work plans, treatment schedules, and monitoring strategies.
- Maintain CWMA partner communication, meeting coordination, and project documentation.
- Cultivate and maintain partnerships across federal, state, local, tribal, and nonprofit organizations involved in land management and invasive species control.
- Represent the District and CWMA at meetings, field tours, and collaborative weed management efforts.
- Ensures CWMA activities align with District policies, partner agreements, and applicable state and federal laws.

Grant Development and Program Funding

- Initiate and develop grant proposals, identify partnership opportunities, and draft technical content for funding requests.
- Coordinate early with the District Manager and grant administration team to ensure alignment with District priorities, budget requirements, and compliance obligations.
- Final submission, budget development, grant management, billing, and reporting are overseen by the District Manager and grant administration team.
- Track treatment acreage, partner contributions, and program outcomes.
- Prepare and submit reports to funders and key partners as required under grants and cooperative agreements.

Technical Guidance and Field Planning

- Provide technical guidance to seasonal staff on treatment priorities, methods, and timing.
- Develop annual and seasonal work plans for weed treatments.
- Identify priority species, infestations, and treatment strategies.
- Coordinate mapping, monitoring, and data collection protocols.
- Ensure proper calibration, mixing, and application standards are followed.
- Maintain knowledge of herbicide labels, safety requirements, and best management practices.
- Perform field spraying and treatment activities as needed; field work is a secondary duty and does not constitute the primary function of this position.

Partnership Development and External Coordination

- Explore project concepts, identify opportunities, and participate in discussions with partners while ensuring that commitments involving funding, staffing, program direction, or long-term obligations are reviewed with and approved by the District Manager prior to agreement.
- Coordinate multi-jurisdictional weed management projects.
- Participate in regional weed councils, collaboratives, and interagency working groups.
- Provide technical expertise to partners on weed identification, treatment methods, and integrated management strategies.

Outreach, Education, and Communication

- Provide education and technical information to landowners and the public.
- Assist with workshops, field days, and community outreach events.
- Develop outreach materials including flyers, signage, newsletter articles, and social media content.
- Support public communication related to weed management priorities and program updates.

Administrative and Reporting Responsibilities

- Prepare quarterly, annual, and grant-specific reports.
- Maintain treatment records, mapping data, and partner documentation.
- Track budgets, deliverables, and program metrics.
- Support development of District work plans and long-range plans.
- Ensure commitments involving funding, staffing, program direction, or long-term obligations are reviewed with and approved by the District Manager prior to agreement.

Equipment, Safety, and Compliance

- Maintain vehicles, spray equipment, and tools in safe working condition.
- Follow all safety procedures, PPE requirements, and pesticide laws and regulations.
- Ensure proper storage, handling, and disposal of chemicals.
- Identify and report hazards or incidents promptly.
- Assist with routine vehicle or facilities maintenance as needed to support District operations.

Other Duties:

- Perform related duties as assigned to support District conservation programs.

Supervision Received and Exercised:

Supervision Received: Works under the supervision of the District Manager. Program direction, budgets, policy decisions, and strategic priorities are established by the District Manager and District Board.

Supervision Exercised: Provides technical guidance and day-to-day field direction to Weed Technicians but does not serve as their formal supervisor. May coordinate volunteers, interns, or seasonal support as assigned.

Minimum Qualifications:

- Bachelor's degree in natural resources, agriculture, environmental science, or related field preferred.
- Experience in weed management, invasive species programs, conservation planning, or related fieldwork.
- Experience with grant writing, partnership development, or program coordination preferred.
- Oregon Pesticide Applicator License or ability to obtain and maintain licensure.
- Valid driver's license and ability to operate District vehicles.

Knowledge/Skills/Abilities:

- Knowledge of noxious weeds common to Central and Eastern Oregon.
- Familiarity with herbicide application techniques and safety requirements.
- Ability to use GPS/GIS systems and maintain accurate field and office records.
- Strong organizational and time management skills.
- Ability to work independently and collaboratively.
- Proficiency with computer applications including word processing, spreadsheets, and data management.
- Ability to cultivate and maintain partnerships across agencies, tribes, municipalities, and nonprofit organizations.
- Ability to communicate effectively with landowners, partners, and the public.

Communication:

Ability to communicate clearly and professionally in written, verbal, and interpersonal settings. Ability to represent the District positively in public interactions and maintain appropriate confidentiality.

Physical/Mental Effort:

Regular physical activity including walking uneven terrain, bending, lifting, and working outdoors for extended periods. Work requires attention to detail, problem-solving, and sound judgment in dynamic field conditions.

Work Environment: (Including Dexterity; Working Conditions and Work Schedules)

Work Environment (location): Combination of office-based work and fieldwork on public and private lands throughout Wasco County.

Working Conditions (risk, noise, safety): Outdoor work in varying weather conditions and terrain; exposure to vegetation, wildlife, noise from equipment, and herbicides with appropriate safety controls.

Work Schedule: Standard work week with seasonally variable hours; occasional evening or weekend work for treatments, outreach events, or overnight float trips.

Decision Making

The CWMA Coordinator exercises independent judgment in technical recommendations, partner coordination, and day-to-day field planning. Authority over program direction, budgets, policy, and strategic priorities rests solely with the District Manager. The Coordinator implements program activities within these established parameters.