

# CARBON COUNTY MONTANA

## JOB DESCRIPTION



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**POSITION:** WEED DISTRICT CLERK

**DEPARTMENT:** WEED DISTRICT

**REPORTS TO:** WEED DISTRICT COORDINATOR

- Full-Time (40 hours)     Part-Time Benefit Eligible (30-39 hours)     Part-Time (≤29 hours)  
 Permanent     Seasonal     Temporary     Grant-Funded     Short-Term  
 Exempt     Non-Exempt
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**PURPOSE OF THE JOB:** Assist in the development, implementation, and in maintaining a weed management program for Carbon County that includes administration, public education, weed prevention and control.

**ESSENTIAL FUNCTIONS:**

Assist the Weed District Coordinator in updating and implementing the Carbon County Weed Management Plan being sure it is consistent with the Montana State Weed Plan;

Purchase herbicides, equipment and other necessities;

Research and write appropriate grants for weed control and weed control management areas;

Assist in implementing and enforcing district compliance with regard to the MT Noxious Weed Control Act;

Assist in developing special weed management areas within the county and assist interested parties in writing grant proposals to the MT Noxious Weed Trust Fund and other funding opportunities;

Assist in implementing weed and monitoring programs to determine the effectiveness of the county weed management plan;

Develop and implement prevention programs including education on new invading weed species;

Assist in the inspections of county, state and private gravel pits and stock piles;

Assist in the inspection of all new proposed subdivisions and require a weed management plan for those with a weed problem;

Assist in monitoring control of weeds on roadsides, rail road right of ways, fishing accesses and recreation areas and other areas of concern;

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Assist in the implementation of biologic weed control methods as deemed beneficial to Carbon County;

Provide weed identification and management educational materials and training to the public;

Coordinate education programs and activities with Carbon County Extension Office and the Carbon Conservation District;

Assist in maintaining the Carbon County Weed District History;

Track and monitor expenditures related to contracts;

Generate and issue invoices.

### **OTHER DUTIES AND RESPONSIBILITIES:**

Assist the Weed District Coordinator in all other day to day operations of the Weed District;

Other duties as assigned.

### **KNOWLEDGE AND SKILLS:**

#### Required:

Must have skills in grant writing;

The ability to communicate effectively both orally and in writing;

Current valid Montana Driver's License;

Must have or obtain a Government Pesticide Applicator's license.

#### Preferred:

Working knowledge of plant identification, biology and ecology with emphasis on noxious weeds;

Knowledge of weed management methods including herbicides, biological and cultural methods;

Must be able to read maps and interpret aerial photographs;

Knowledge of Personal Protective Equipment requirements for pesticide handling;

Possess an understanding of the Montana Weed Law and Pesticide Regulations;

Working knowledge of sprayer equipment operation and calibration and be able to perform minor maintenance on equipment;

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Above average working knowledge of computer word processing and GPS Mapping;

Have working knowledge of ASAP.gov and GrantSolutions;

Experience with QuickBooks;

Knowledge of budgets and budget process;

Be able to present self as a professional and be a good listener.

### **FISCAL RESPONSIBILITY:**

Assist in the preparation of annual budget;

Purchase of chemicals and supplies;

Maintain updated files on Noxious Weed Trust Fund Grants and submit reports as necessary to the MT Department of Agriculture.

### **EXTENT OF PUBLIC CONTACT:**

Communicate with landowners with weed infested property to develop and implement weed management to fit their needs and county requirements;

Coordinate and oversee weed management activities between private, county, state and federal land managers.

### **WORKING CONDITIONS AND ENVIRONMENT:**

Physical Activity:

Repetitive Motion:  Never  Occasionally  Frequently  Continually

(repeating movements of arms, hands and wrists)

Talking:  Never  Occasionally  Frequently  Continually

(express or exchange ideas verbally)

Hearing:  Never  Occasionally  Frequently  Continually

(perceive sound by ear)

Seeing:  Never  Occasionally  Frequently  Continually

(obtain impressions through the eye)

Activity Level:

Sedentary

(occasionally lift/carry up to 10 pounds or push/pull small objects; sits most of the time; infrequent to occasional walking/standing)

Light

(frequently lift/carry/push/pull up to 10 pounds and/or occasionally lift/carry/push/pull up to 20 pounds; frequent walking/standing or sitting most of the time while using arms/legs to push/pull)

Medium

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(occasionally lift/carry/push/pull 20-50 pounds and/or frequently lift/carry/push/pull 10-20 pounds and/or continuously lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Heavy

(occasionally lift/carry/push/pull 50-100 pounds and/or frequently lift/carry/push/pull 20-50 pounds and/or continuous lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Very Heavy

(occasionally lift/carry/push/pull 100+ pounds and/or frequently lift/carry/push/pull 50+ pounds and/or continuous lift/carry/push/pull of 20+ pounds; occasionally to frequent walking/standing)

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This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

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JOB DESCRIPTION:  APPROVED  DENIED

SALARY SCHEDULE:  ADMIN  CLERK  DISPATCH  NURSE  ROAD  SHERIFF

\_\_\_\_\_  
Presiding Officer Signature

09-10-2024  
Date

COMMENTS: