

Aquatic Invasive Species Coordinator

Oneida County seeks an individual to coordinate, facilitate and implement the county's Aquatic Invasive Species (AIS) Program. This full time position has a starting 2009 hourly rate of \$17.112 plus fringe benefit package.

Qualified individual must have a Bachelors Degree (Natural Recourses preferred), or an Associate Degree (Natural Resources preferred) with three years of soil and water conservation field experience; AIS experience is preferred.

Complete job description, qualifications and application are available at the Rhinelander Job Service Office at the Riverwalk Center, 100 W Keenan, St., Rhinelander, WI 54501, (715) 365-1500 or at www.co.oneida.wi.gov. Completed applications are due at the Job Service Office by 4:30 p.m. on Wednesday, October 28, 2009.

EOE/AA

Oneida County Job Description

Job Title: Aquatic Invasive Species Coordinator
Department: Land & Water Conservation
Reports To: County Conservationist
FLSA Status: Nonexempt
Prepared By: Nancy Hollands
Prepared Date: November 2006
Approved By: Lisa Charbarneau
Approved Date: October 2008

SUMMARY

Coordinate, facilitate and implement the Oneida County Aquatic Invasive Species Program. Develop a strategic plan to control and combat the spread of aquatic invasive species in the county. Establish a non-native aquatic invasive species inventory and monitoring program. Work requires independent judgment in the application of prescribed procedures and methods. All duties and responsibilities of the position are performed under and subject to the review and guidance of the Land and Water Conservation Committee and the County Conservationist.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Coordinate and facilitate a countywide Aquatic Invasive Species Plan with input from various public and private sector groups.

Lead and organize a strategic planning effort to identify prevention and control techniques for combatting the spread of aquatic invasive species in the County.

Develop, write, and implement a final strategic plan on aquatic invasive species in cooperation with project stakeholders, county staff, and partner agencies.

Conduct information and education programs for lake and river organizations, civic groups, schools, and the general public including presentations to groups, informational meetings, news releases, training, and workshops.

Prepare and submit applications for aquatic invasive species and lake planning grants.

Coordinate the grant reporting process including managing volunteers, documenting in-kind support for the project, and tracking expenses.

Maintain records including budgets, bills, and accounts for the aquatic invasive species program.

Coordinate efforts with other county departments, local, state, and federal elected officials including county supervisors and town officials, community leaders, DNR, UW-Extension, conservation organizations, and private citizens.

Perform detailed inventories gathering lake and river water quality data.

Perform related duties as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of soil and water conservation issues, including lake issues.

Knowledge of identification, prevention, control and ecology of aquatic invasive species.

Knowledge of limnology, biology and natural resource management.

Knowledge of related local, state, and federal funding programs.

Knowledge of mediation and conflict resolution.

Knowledge of computers including Microsoft applications, spreadsheet, database, and GIS.

Ability to be a self-starter who can work independently with little supervision.

Ability to lead, coordinate, and facilitate diverse groups toward a shared objective.

Ability to implement action plans designed to address natural resource issues.

Ability to communicate with the general public.

Ability to write planning documents, grants, press releases, letters, etc.

Ability to provide mediation and problem solving expertise to various groups.

Ability to use GPS Unit to survey, map and delineate areas of aquatic invasive species in Oneida County water bodies.

Ability to work some evenings, weekends, and holidays as needed.

EDUCATION and/or EXPERIENCE

Bachelors Degree (Natural Resources Degree preferred) or

Associate Degree (Natural Resources Associate Degree preferred) with three years of soil and water conservation field experience.

Aquatic Invasive Species experience is preferred.

LANGUAGE SKILLS

Ability to communicate effectively with County Conservationist, Land and Water Conservation Committee, landowners, various groups, other government agencies and the general public.

Ability to make public presentations in a well organized, articulate fashion.

MATHEMATICAL SKILLS Must possess good mathematical skills.

REASONING ABILITY Ability to evaluate situations and make good independent decisions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Wisconsin Driver's license and reliable vehicle.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work may be performed in adverse weather conditions, as fieldwork is required. Must be able to traverse a variety of ground including climbing over rocks, climb and descend hills, climb in and out of ditches or pits, step over fallen trees, wade along shorelines, or on the water doing arduous tasks and so forth. Must be able to lift 25 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.