

Job Description

DEPARTMENT: WEED CONTROL BOARD TITLE: WEED BOARD DIRECTOR

DATE: OCTOBER, 2000 REPORTS TO: COUNTY COMMISSIONERS

~~~~~

**BASIC FUNCTION:** Develop general policy and guidelines to direct the program and actions of the Weed Board staff in maintaining compliance and coordination with state, federal, other agencies and the regulations involved.

SUPERVISION EXERCISED: Direct responsibility for and indirect supervision of the Weed Board Coordinator.

**MINIMUM QUALIFICATIONS:** Must be a resident of that part of Pend Oreille County he/she is appointed to represent. Preference given to residents with a working knowledge of RCW 17.10; and, who are "engaged in the primary production of agricultural products." As this is a voluntary position, candidate must be interested and willing to serve the community.

### EXAMPLES OF PRINCIPLE DUTIES:

1. Develops policy and guidelines under which the Weed Board staff operates to improve the county noxious weed control program, including coordination with state and federal agencies, as well as bordering counties for maximizing control opportunities.
2. Hold Board meetings, at least 1 per quarter, to conduct business, keeping updated with important in-county situations, as well as state and federal issues involving noxious weed control, holding hearings and informational district meetings as needed.
3. Review and adopt an annual budget.
4. Annually review and adopt the weed list.
5. Review the annual evaluation report on the year's overall control program, identify the strengths and weaknesses and set the goals for the following year accordingly.
6. Review applications for the Coordinator position, conduct interviews, and select candidate to be hired; also, perform an annual performance review of the Coordinator.
7. Respond to all inquiries or complaints from county residents that pertain to the weed control program.
8. Perform, or have performed, plant identification as needed or requested by landowners.

#### 17.10.050

### Activated county noxious weed control board—Members—Election—Terms—Meetings—Quorum—Expenses—Officers—Vacancy.

(1) Each activated county noxious weed control board consists of five voting members appointed by the county legislative authority. In appointing the voting members, the county legislative authority shall divide the county into five geographical areas that best represent the county's interests, and appoint a voting member from each geographical area. At least four of the voting members shall be engaged in the primary production of agricultural products. There is one nonvoting member on the board who is the chair of the county extension office or an extension agent appointed by the chair of the county extension office. Each voting member of the board serves a term of four years, except that the county legislative authority shall, when a board is first activated under this chapter, designate two voting members to serve terms of two years. The board members shall not receive a salary but shall be compensated for actual and necessary expenses incurred in the performance of their official duties.

(2) The voting members of the board serve until their replacements are appointed. New members of the board shall be appointed at least thirty days prior to the expiration of any board member's term of office.

Notice of expiration of a term of office shall be published at least twice in a weekly or daily newspaper of general circulation in the section [geographical area] with last publication occurring at least ten days prior to the nomination. All persons interested in appointment to the board and residing in the geographical area with a pending nomination shall make a written application that includes the signatures of at least ten registered voters residing in the geographical area supporting the nomination to the county noxious weed control board. After nominations close, the county noxious weed control board shall, after a hearing, send the applications to the county legislative authority recommending the names of the most qualified candidates, and post the names of those nominees in the county courthouse and publish in at least one newspaper of general circulation in the county. The county legislative authority, within ten days of receiving the list of nominees, shall appoint one of those nominees to the county noxious weed control board to represent that geographical area during that term of office.

(3) Within thirty days after all the members have been appointed, the board shall conduct its first meeting. A majority of the voting members of the board constitutes a quorum for the transaction of business and is necessary for any action taken by the board. The board shall elect from its members a chair and other officers as may be necessary.

(4) In case of a vacancy occurring in any voting position on a county noxious weed control board, the county legislative authority of the county in which the board is located shall appoint a qualified person to fill the vacancy for the unexpired term.

[ 1997 c 353 § 6; 1987 c 438 § 4; 1980 c 95 § 1; 1977 ex.s. c 26 § 6; 1975 1st ex.s. c 13 § 3; 1974 ex.s. c 143 § 1; 1969 ex.s. c 113 § 5.]

#### 17.10.060

### Activated county noxious weed control board—Weed coordinator—Authority—Rules and regulations.

(1) Each activated county noxious weed control board shall employ or otherwise provide a weed coordinator whose duties are fixed by the board but which shall include inspecting land to determine the presence of noxious weeds, offering technical assistance and education, and developing a program to achieve compliance with the weed law. The weed coordinator may be employed full time, part time, or seasonally by the county noxious weed control board. County weed board employment practices shall comply with county personnel policies. Within sixty days from initial employment the weed coordinator shall obtain a pest control consultant license,

a pesticide operator license, and the necessary endorsements on the licenses as required by law. Each board may purchase, rent, or lease equipment, facilities, or products and may hire additional persons as it deems necessary for the administration of the county's noxious weed control program.

(2) Each activated county noxious weed control board has the power to adopt rules and regulations, subject to notice and hearing as provided in chapters 42.30 and 42.32 RCW, as are necessary for an effective county weed control or eradication program.

(3) Each activated county noxious weed control board shall meet with a quorum at least quarterly.

[ 1997 c 353 § 7; 1987 c 438 § 5; 1969 ex.s. c 113 § 6.]