



**PIMA COUNTY**  
invites applications for the position of:

## **1845 - Program Coordinator (Invasive Species Program Coordinator)**

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**SALARY:** \$24.47 Hourly  
\$50,897.60 Annually

**OPENING DATE:** 08/19/22

**CLOSING DATE:** 09/02/22 11:59 PM

### **POSITION DESCRIPTION:**

**This position includes rotating weekend shifts and is in the Natural Resources Parks and Recreation Department.**

**Salary Grade: 51**

**Salary: \$50,897 plus benefits**

Pima County is seeking a highly motivated and innovative conservation professional to coordinate the Pima County Natural Resources, Parks and Recreation (NRPR) Invasive Species program. This work will build on—and amplify—decades of previous work by NRPR staff and volunteers. The successful candidate will be expected to grow the invasive species program through the completion and implementation of the invasive species strategic plan including Integrated Pest Management (IPM) strategies, development and implementation of data tools and associated standard operating procedures, managing contractors, leading volunteer groups, managing multiple grants, obtaining new grant funding, and engaging with partners to advance the objectives of the program and the biological goal of the Sonoran Desert Conservation Plan.

This position will be field-oriented; ideally, you must be in excellent physical condition and be able to withstand the rigors of off-trail travel often in extreme temperatures while carrying a heavy backpack and tools in steep and rocky desert terrain containing venomous animals. Fieldwork will include the collection of geospatial information and performing or overseeing treatments of invasive species via chemical application, hand pulling, and mechanical removal; grazing treatments may also be included in an IPM strategy. You must be willing to apply chemicals to combat invasive plants. Office work will include processing data for quality control, data management, report writing, volunteer coordination, presentations to a wide range of stakeholders, coordination with external partners, and other duties as assigned. In addition, you must work a minimum of two weekend days (and at least five weekdays) per month to lead volunteer events and attend other public events as needed.

The position will be specifically located within the Restoration Section of the Natural Resources (NR) Division within NRPR. Invasive species control may involve both treatment and prevention strategies, and control may span from smaller-scale restoration projects to large-scale long-term, multi-stakeholder projects. The Invasive Species Program Coordinator may also be involved in other projects within the focus of the Restoration Section as needed, such as inspections of county open-space properties and conservation easements, native species revegetation projects, and other field data collection efforts, and other office work as needed. The Invasive Species Program Coordinator will work closely with the Restoration Section Program Manager to prioritize invasive plant species control and monitoring efforts. Coordination with the Parks Section and/or Rangeland Section of the NR Division will be required for invasive species control

on lands managed by those Sections.

Please direct questions about the position to Kelsey Landreville: Kelsey.Landreville@pima.gov

**Please note: Successful candidates offered employment with Pima County, including current employees who have applied for new positions, are required to provide proof of COVID-19 vaccination prior to their scheduled start date. If you are unable to become fully vaccinated due to a medical disability or religious observance/practice, you must request an accommodation – accommodation forms are located online.**

## **DUTIES/RESPONSIBILITIES:**

(Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Finalize and coordinate implementation of Pima County's Invasive Species Strategic Plan;  
Assists the Program Manager or department director in developing and establishing program goals and objectives;  
Present the program to a wide variety of audiences including at professional conferences;  
Evaluates program effectiveness and measures/reports on program success;  
Supervises, trains, and evaluates staff determine work assignments and priorities, and participates in personnel selection;  
Monitors program-specific legislation and ensures program compliance with applicable regulations;  
Performs public relations activities as a program representative, makes program-related presentations to the general public, prepares and presents news releases and other media materials, and participates in the development of community awareness programs;  
Lead and direct volunteer groups for invasive species removal efforts;  
Promote public engagement with section work in collaboration with a part-time Community Outreach Assistant by developing reports and other outreach materials that are accessible to a lay audience, developing materials for the County website, and giving public presentations;  
Coordinates the development of training and informational materials to promote public understanding of program activities, services, and requirements;  
Develop and implement safety training protocol for volunteers and employees assisting with invasive species control;  
Establishes and maintains liaison relationships and coordinates program activities with other departments, public and private agencies, organizations, and groups;  
Respond to inquiries about program area and serve as the leading expert in Sonoran Desert invasive plant species and control methods for the NRPR department.  
Attend meetings at a wide range of venues sometimes outside of normal office hours, including homeowner associations and Sonoran Desert Cooperative Weed Management Area meetings;  
Conducts meetings to resolve problems, address issues, discuss program goals and objectives and disseminate information;  
Collaboration and partnership with other Pima County departments and with external agencies and organizations;  
Manage contracting of invasive species treatments;  
Monitors grants, program contracts, and/or contractor performance;  
Participates in the development of the program budget and supervises the monitoring and administration of program funds;  
Track grants: budgets, in-kind contributions, and quarterly reports;  
Develop and implement geospatial tools to record invasive inventory and treatment data;  
Organize and analyze geospatial data using ArcGIS tools;  
Conducts program-related studies and prepares written reports and recommendations;  
Prepares routine and special program status reports for federal, state, and county agencies;  
Write reports, grants, and standard operating procedures;  
Analyzes data and prepares program activity reports and statistical materials for management review;  
May access or maintain specialized databases containing program-specific information to record activity or generate reports;

May write and submit grant applications and prepare/review proposals.

### **KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and techniques of public relations and media resources;
- community agencies, organizations and resources;
- principles and practices of effective supervision and program administration;
- federal, state and local laws, rules and regulations;
- principles and practices of grant administration;
- budgeting and fiscal accountability;
- data and statistical analysis techniques and application to planning studies and projects;
- principles and techniques of effective communication to include written composition and public speaking;
- applications of automated information systems.

Some positions within this classification require knowledge of program-specific terminology, principles, practices and procedures.

Skill in:

- planning, organizing and coordinating program activities;
- communicating effectively;
- establishing and maintaining effective working relationships with governmental agencies, community and special interest groups;
- supervising, training and evaluating personnel;
- identifying needs and developing and implementing programs to meet those needs;
- preparing budgets and monitoring funds;
- data analysis and report preparation;
- use of automated information systems to maintain or produce data.

### **MINIMUM QUALIFICATIONS:**

**(1) A Bachelor's degree from an accredited college or university with a major in natural resource management, restoration ecology, environmental science, conservation biology, wildlife biology, botany, or closely related field and three years of experience coordinating, monitoring, and/or administering program activities or providing professional level administrative support for a program or specialized work unit (See Special Notice section for additional requirements). (Relevant professional level experience and/or education from an accredited college or university may be substituted.)**

**OR**

**(2) Four years of experience with Pima County in a professional administrative classification.**

**Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see resume" on your application.**

**Preferred Qualifications: (Be specific in describing your experience in your application. Ensure the descriptions provided illustrate your competencies, specifically addressing the required and preferred qualifications.):**

1. Minimum one (1) year experience performing fieldwork in extreme heat and rugged/remote terrain.
2. Minimum one (1) year work experience in the desert southwest (US/Mexico) conducting fieldwork with plants, animals, and/or hydrology, preferably in the Sonoran Desert region including experience with invasive plant species.

3. Minimum one (1) year work experience on one or more restoration projects including vegetation treatments, invasive species control, erosion control, and/or wildlife habitat improvements.
4. Experience with data collection and management principles, practices, and programs as well as experience in storing, manipulating, and analyzing geospatial data.
5. Experience with communicating projects within an organization and to the general public and experience with written communications such as reports and publications.
6. Experience with public outreach, environmental education, or involving the community in projects or programs.
7. Minimum one (1) year work experience managing projects from planning to implementation and experience with strategic planning.
8. Minimum one (1) year experience supervising employees, interns, or volunteers.

**Selection Procedure:**

**Pima County Human Resources Department reserves the right to admit to the selection process only those candidates that meet the minimum/desired qualifications. All applications will be assessed based on an evaluation of the listed education and experience. Candidates meeting the minimum/desired qualifications may be further evaluated/scored against any advertised Preferred Qualifications. The hiring authority will interview and select the successful candidate from a referral list provided by Human Resources. Additional assessments/testing may be required as part of the selection process.**

**SUPPLEMENTAL INFORMATION:**

Licenses and Certificates: **Valid driver license is required at time of application.** Valid **AZ** driver license is required at time of appointment. The successful applicant will be subject to a 39-month DOT Motor Vehicle Record review to determine the applicant's suitability to operate county vehicles in accordance with Pima County administrative procedures. As a condition of hire, selected candidates must take the Arizona Department of Agriculture - Pest Control Applicator Core test within 90 days from hiring date to fully obtain Pesticide Applicator Certification/License during the probationary period. The selected candidate will also be required to complete Van Safety Training within 60 days from hiring date, with flexibility depending on open seats available in upcoming offered trainings.

Special Notice: The County requires pre-employment background checks. Successful candidates will receive a post-offer, pre-employment background screening to include verification of work history, education, and criminal conviction history. A prior criminal conviction will not automatically disqualify a candidate from employment with the County. Some positions within this classification may require up to two years of prior supervisory experience (as determined by the appointing authority) and may require irregular work schedules and/or travel. Some positions within this classification carry a low risk of exposure to infectious diseases. Therefore, special medical screening prior to or during employment may be necessary to ensure employee health and safety. Successful completion of a satisfactory personal background investigation, polygraph test, and/or drug screening by law enforcement agencies at time of appointment may be required.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position. **Successful candidates offered employment with Pima County, including current employees who have applied for new positions, are required to provide proof of COVID-19 vaccination prior to their scheduled start date. If you are unable to become fully vaccinated due to a medical disability or religious observance/practice, you must request an accommodation – accommodation forms are located online.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.pima.gov/hr>

150 W. Congress - 4th Floor  
Tucson, AZ 85701  
520-724-8028

[hr.recruitment@pima.gov](mailto:hr.recruitment@pima.gov)

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Position #2022-01429  
1845 - PROGRAM COORDINATOR (INVASIVE SPECIES  
PROGRAM COORDINATOR)  
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