



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: WEED, PARKS & REC DIRECTOR DATE OPENED: 3/24/2021

DEPARTMENT: PARKS/WEED CLOSING DATE: 4/19/2021

If you have any questions about this position vacancy please call: 406-758-5522

NUMBER OF POSITIONS OPEN: 1

FULL TIME REGULAR
(YEAR ROUND POSITION)

PART TIME SEASONAL

TEMPORARY

STARTING WAGE: \$34.38 per hour

SALARY AT:
1 Year Step \$35.75 per hour

2 Year Step \$37.18 per hour

3 Year Step \$37.93 per hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Weed, Parks & Recreation Director	Job Code:	02280
Department:	Weed, Parks & Recreation	Pay Grade:	Standard 44
Reports to:	County Administrator	FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

Department Overview: The Flathead County Weed Control District is mandated by State law to implement sound management of noxious weeds. This department is responsible for protecting and preserving the agricultural, recreational, wildlife habitat and natural areas of the County from the degrading impact of exotic and invasive noxious weeds. The Parks and Recreation Department provides services to the community through maintained parks, trails, paths, facilities and recreational programs.

Job Summary: The Weed, Parks & Recreation Director is responsible for directing, organizing and maintaining a weed control program and for implementing policies established by the Weed, Parks & Recreation Board. This position oversees the maintenance of assigned parks, trails, recreation areas, and facilities as well as the effective and efficient delivery of recreation programs.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Plan, organize, direct and evaluate programs and activities of the department.
- Advise the Weed, Parks & Recreation Board on practical alternatives available for the eradication of noxious weeds and develop, modify, and implement Board policies for noxious weed control.
- Initiate legal actions as may be required or as determined as appropriate by the Board.
- Develop, modify, implement, and oversee Parks & Recreation plans, programs and policies to include trails, recreation facilities, and sport activities for youth and adults.
- Plan, prepare, and implement program budgets including goals, objectives, performance measures and workload indicators; plan and prepare annual updates to the departments' capital improvement programs; monitor revenues, expenditures, and modify budget as necessary.
- Negotiate with the public and other governmental agencies for the spraying and reimbursement of noxious weeds on private lands or lands owned, operated or controlled by other governmental agencies.
- Formulate and implement internal procedures for the Weed, Parks and Recreation departments. This requires knowledge of all individual job assignments. Serve as a subject matter expert in operations and make decisions in areas where there is not a clear standard.
- Ensure records and reports of areas sprayed are completed; prepare operational and chemical usage reports for Board and State agencies as required.

- Prepare a variety of reports related to departmental activities. Respond to requests for information from the county commission, Planning Department, or other appropriate board or authority; make public presentations on work unit activities and progress as requested.
- Interview, select, hire and train new and returning employees as to the process, policy and procedure of performing the work.
- Ensure compliance with Flathead County policies and procedures.
- Schedule, assign, and prioritize work of departmental staff, and review work for quality and quantity.
- Direct, lead, motivate and provide guidance to staff, which includes taking corrective or disciplinary action when appropriate.
- Ensure appropriate staffing levels through making work schedules, monitoring attendance, anticipating vacancies, approving leave time, and monitoring long term absences (e.g. FMLA).
- Prepare and/or review press releases, promote the use of park facilities and programs by making presentations to community groups.
- Drive and operate equipment as required; supervise and assist in the vehicle maintenance program.
- Coordinate departmental safety programs and address any safety or environmental concerns in a prompt manner. Identify and correct hazardous conditions which may lead to human injury and/or property damage. Participate in investigation of incidents within the department, ensure safety inspections and training are conducted monthly; work with Risk Management and Safety Committees.

Non-Essential Functions:

- Perform other duties as assigned including but not limited to providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions:

- The position requires walking, bending, and standing for extended periods; lifting and transporting machines, tools, and equipment weighing up to 100 pounds; exposure to loud noises, electricity, extreme heat, gas, dust, power tools, and other hazards.
- Work in a variety of temperatures and outdoor exposures.
- The employee is constantly required to use hands to handle objects and to operate a keyboard.
- Frequently required to sit, talk, write, listen and read.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.
- The noise level of the building is usually moderate; however employee is occasionally subjected to loud equipment noise.

Supervision Exercised: This position supervises all Weed, Parks & Recreation staff.

Knowledge, Skills, and Abilities:

Knowledge of:

- noxious weeds and their life cycles, method of infestation, and susceptibility to herbicides
- chemical properties of various chemicals used to eradicate noxious weeds

- problems and techniques of field operations including the use of pesticides and herbicides, safety precautions, mapping techniques, and the general effectiveness of different types of applications of chemicals
- principles and techniques of supervision and budget preparation and administration
- modern philosophy, principles and practices of public recreation
- principles and practices and special management requirements for softball fields
- program objectives and expected results of a wide variety of year-round recreational programs for all age groups
- maintenance requirements of recreational facilities, parks and recreational equipment

Skill In:

- developing and administering parks & recreation program budgets on a self-sustaining basis
- developing and administering weed budgets
- planning, organizing and supervision of diversified recreational programs for all ages
- planning, scheduling, assigning, coordinating, supervising, directing and evaluating weed, parks, and recreation personnel

Ability to:

- supervise and perform mechanical repairs on gasoline and diesel engines and auxiliary equipment including the use of welding equipment
- compile data, analyze operating records, prepare and present definitive reports
- perform physical labor under all kinds of climatic conditions, indoors or outdoors
- enforce regulations and Board policies
- communicate and express ideas effectively, verbally and in writing with diverse segments of the population
- train employees in the proper and safe use of pesticides and herbicides and other duties essential to programs of the department
- plan and layout new park developments
- maintain a certified restricted use Montana pesticide applicator's license for herbicides and pesticides
- maintain a valid Montana driver's license appropriate to the driving duties required by this position
- establish and maintain effective working relationships with the County Weed, Parks & Recreation Board, co-workers, other county employees, representatives of local, state and federal agencies, community organizations and the general public

Education and Experience:

Three years of weed, parks and recreation program experience, plus three years of administrative and supervisory experience; or any combination of experience and training which indicates the possession of the knowledge, skills and abilities listed.

Action	Date	Reference
Adopted:	6/9/97	Commissioner Minutes
Revised:	6/15/00	Commissioner Minutes (Salk Recommendation)
Revised	10/13/05	Commissioners' Minutes
Revised	02/23/07	Commissioners' Minutes
Revised	07/01/14	HR Salary Recommendation Transmittal Signed 5/28/2014
Revised	06/11/19	Commissioners' Minutes

I have received, reviewed and understand the position description above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein under conditions as described.

Employee Signature

Date

Printed Name