



**Job Title: Full Time Seasonal Office Manager**  
**Reports To: Noxious Weed Department Director**  
**FLSA Status: Non-Exempt**  
**Department: Noxious Weed Department**  
**Division: Office**  
**Location: 103 North Chestnut**  
**Prepared By/Date: Bonnie Loving**

**JOB SUMMARY:** Overall purpose and objectives of this position, Works under the direction of the County Weed Department Director and assists at their direction in planning, coordinating, educating and participating in the control and prevention of aggressive non-native noxious weeds on all lands in Montezuma County.

**JOB FUNCTIONS:** Tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. The functions listed are not intended to be all inclusive. This position needs to handle other functions as necessary. This job description does not constitute an employee contract or agreement.

- Answers telephone calls in a polite and professional manner
- Records calls and messages on daily log sheet
- Assists public with weed management consulting
- Assists director with processing cost share applications
- Assists director with no spray applications
- Assists director with weed notification letters
- Assists director with educational programs
- Assists with weed monitoring and mapping
- Performs duties as a spraying technician
- Other duties as assigned

**SUPERVISION:** Works under the direction of the County Weed Department Director. Also works under the guidance of the Board of County Commissioners and the appointed Weed Advisory Board.

**SUPERVISION EXERCISED:** None

**MINIMUM REQUIREMENTS:** Minimum education, experience, or combination of education and experience required to obtain this position

- High School Diploma or GED.
- 1 year of experience preferred.

- Experience in the maintenance and operation of equipment used in agricultural and commercial spraying.
- Valid Colorado Driver's License or ability to obtain such within 30 days from date of hire.
- United States Citizen.

**KNOWLEDGE, SKILLS, & ABILITIES:** The minimum knowledge, skills & abilities required to perform the functions of this position

- Ability to read, analyze and interpret written material.
- Knowledge of noxious weed identification.
- Knowledge of equipment and materials used in noxious weed control.
- Knowledge of County, State of Colorado and EPA noxious weed laws and regulations.
- Ability to communicate effectively with the public, both speaking and writing.
- Ability to read aerial and topographic maps, a GPS, and GIS.
- Ability to work well with co-workers, other agencies, and the public.
- Math skills.
- Computer skills including Microsoft Office and Trimble/ESRI.

**PHYSICAL REQUIREMENTS:** The minimum physical abilities required to perform the functions of this position.

- Operation of normal office equipment.
- Operation of a motor vehicle and specialized ATV equipment.
- Must be able to regularly lift and carry up to 50 lbs when handling chemicals
- Must have sufficient dexterity to operate equipment controls and to maneuver over rough terrain when operating application equipment or mapping in unimproved areas.
- While performing essential functions of this job, it is frequently required to sit, walk various distances, use hands to finger, handle or feel, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, speak, hear and see.

**WORKING CONDITIONS:** Environment in which the job functions are performed.

Work is generally performed in the office, however there are days where work is performed in the outdoor environment. Exposure to weather conditions during field days. There will be exposure to chemicals therefore safety precautions and equipment must be used.

**OTHER:** Any other qualifications not previously mentioned.

- Ability to respect authority and act as directed.
- Open to new ideas and ways of doing things
- Handles pressure and uncertainty
- Adapts to change.
- Ensures landowner satisfaction. Responds to landowner needs and input.
- Tackles problems when they arise
- Capacity to make reasonable decisions using a common sense approach to handling situations, obtaining and analyzing facts and applying sound judgment
- Manage priorities and time effectively
- Dependable and trustworthy.
- Carries out assignments without required supervisor follow up
- Does not produce incomplete or unacceptable work.

**SALARY AND BENEFITS:** This position is full-time seasonally from April 1st through October 31st. Wage will start at \$17.50/hour.

100% premium paid county health, dental, optical and life insurance for employee for seven months while working. Dependents can be added to county policy at employee's expense.

Colorado County Officials Employees Retirement Association Department mandatory immediately upon employment. 5% contribution by employee with county match of 5%.

**USE OF THIS JOB DESCRIPTION**

***THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.***

Nothing in this position description restricts Montezuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.

I have read and understand the Montezuma County Weed Department Office Manager Job Description and all contents therein. All questions I had regarding the position have been satisfactorily answered and I am able to perform all duties as outlined.

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Employee Signature

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Date