

## **BARTON COUNTY POSITION DESCRIPTION**

**DEPARTMENT:** Noxious Weed Department

**POSITION TITLE:** Assistant Noxious Weed Director / Administrative Assistant

**GRADE:** 4

**EMPLOYMENT CATEGORY:** Regular Full-Time

**STATUS:** Non-Exempt

**REPORTS TO:** Director

**POSITION SUMMARY:** Position involves the Weed and Road & Bridge Departments, highly responsible position managing the office, office staff and Noxious Weed personnel; performs secretarial and bookkeeping functions for the effective and efficient operation of both departments. Performs administrative duties as required and assists the Director in all areas of Noxious Weed related duties which may include Road and Bridge duties; may act as Director upon his or her absence.

### **FUNDAMENTAL JOB DUTIES:**

#### **OFFICE**

- Completes and maintains data for all pertinent reports including the annual Kansas State Board of Agriculture (KSBA) requirements report, and submits on a timely basis.
- Answers telephone inquiries and/or refers to appropriate personnel.
- Maintains office productivity, supervises office staff and Noxious Weed personnel on all job requirements.
- Works with application staff on job request and work orders.
- Manages all computer operations with assistance from the Information Systems staff; Updates application aerial maps as needed/required.

#### **BOOKKEEPING**

- Reviews invoices for accuracy, corrects and/or directs to the appropriate personnel for correction.
- Maintains all computer records, including department expenses, billings, payroll, maps, surveys, etc
- Performs inventory of noxious weed herbicide chemicals on a regular basis.
- Prepare and mail invoices, receive payments, prepare and mail receipts for weed control services; records figures in accounts receivable program; submits monies to the Treasurer's office as required on weekly basis.
- Processes bills/invoices from the Road & Bridge and Noxious Weed Departments.

#### **NOXIOUS WEED MANAGEMENT**

- Assists and advises customers on noxious weed laws, technical data, chemicals types and proper application.
- Communicates with chemical suppliers on chemical needs and purchases, and sends out chemical quotes under the supervision of the Director.
- Sells chemicals according to legal application needs; loads chemicals for customers.
- Operates spray vehicle on general weed control operations and delivers chemicals to the field as needed and/or requested.

- Designs and prepares newsletters related to noxious weed control objectives; performs educational talks as requested.

#### OTHER

- Keeps licenses/certifications current and compliant as required by KSBA.
- Performs all other related duties as assigned or requested.
- Performs office and bookkeeping functions for Road and Bridge as required by Director
- Bills out labor and supplies sold by Road and Bridge Department

Refer to attached detailed list of duties;

**EDUCATION: Minimum Required:** High school diploma or equivalent (GED) and two years formal training in secretarial and bookkeeping skills or equivalent.

**Preferred:** Four year degree in agriculture field or equivalent.

**EXPERIENCE: Minimum Required:** One year of office management and supervisor experience. **Preferred:** Two years of office management and supervisor experience. Familiarity/experience with typical noxious weeds found on farms.

**Licensure/Certification:** Current Kansas Class C Drivers License.

**Required:** Within one year from date of hire must complete and pass KSBA Basic Short Course and the Weed and Pesticide Division of the KSBA to receive Categories 9 and 6A (Governmental) Commercial Applicator License.

**SKILLS / KNOWLEDGE:** Ability to perform at a high level of efficiency with little or no direct supervision; excellent interpersonal and communication skills. Ability to demonstrate good judgment, make independent decisions and respond appropriately. Ability to follow oral and written instructions, knowledge in agricultural background; proficient personal computer skills including electronic mail, record-keeping, routine database activity to include development of spreadsheets, formulas, record tracking and word processing; ability to operate and maintain various software programs; knowledgeable in use of internet. Ability to use fax machines, calculators, typewriters, copiers, two-way radio and other office equipment. Prior to counseling farmers, must complete self-study training texts, pamphlets, and other literature. Close mental and visual attention required for detailed work.

**PHYSICAL REQUIREMENTS I ABILITIES:** Must be able to sit for long periods at a time; ability to lift and carry materials exceeding 50 pounds such as herbicide containers on a daily basis. Operates spray truck and forklift as needed. Walks ditches and fields; does considerable bending, stooping, and climbing in and out of vehicle.

#### **WORKING CONDITIONS I ENVIRONMENT:**

Exposure to inclement weather conditions and insects, reptiles, etc. when surveying fields; may experience risk and discomfort. Regularly works in climate-controlled environment with adequate lighting and ventilation; moderate noise level from office machines, such as computers, printers, etc.

**These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.**

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

Printed Name Kathryn Thomason Date 4/2/2015

Employee Signature Kathryn K Thompson

Director Signature [Signature] y.

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**Job Responsibilities**  
**Administrative Assistant / Assistant Director**

**REGULAR DUTIES:**

- 1. Responsible for opening and closing the office. 7:00 am to 4:30 pm**
  - A. Set up files and keep files in order and up to date.**
  - B. Work with auditors annually.**
  - C. Keep literature in office current and up to date.**
  - D. Keep offices, restroom and break room, clean and vacuumed.**
  
- 2. Work with the public daily.**
  - A. On the phone.**
  - B. In the office, selling chemical and advising on proper use of it.**
  - C. Calculating chemicals for customers.**
  - D. Advise customers how to eradicate weeds. (noxious weeds as well as common weeds)**
  - E. Load chemicals once they are sold to customers.**
  - F. This could be 1 gallon, 2 1/2 gallon, 5-gallon cases, or 30-gallon drum containers.**
  
- 3. Receive and unload chemicals from suppliers.**
  - A. This often entails the use of the forklift.**
  - B. Deal with truck drivers on a regular basis.**
  
- 4. Chemical Sales.**
  - A. Helped develop the current sales program and help to troubleshoot computer problems.**
  - B. Train office staff and shop staff on use of computer program.**
  - C. Track chemical sales.**
  - D. Keep chemical inventory records on a monthly basis.**
  - E. Take care of the account receivables from chemical sales.**
  - F. Send out billing statements monthly.**
  - G. Handle and deposit thousands of dollars weekly.**
  - H. Write receipts and keep records that must balance with the courthouse (Clerk and Treasurer) reports.**
  
- 5. Payroll.**
  - A. Prepare and record payroll for Weed and Highway Departments, utilizing CIC Time Clock and Star.**
  - B. Keep record of leave time earned and used.**
  
- 6. Accounts Payable.**
  - A. Keep bills in order and prepare them for payment for Weed Dept. and Highway Dept.**
  - B. Enter and code bills to be paid into County Accounts Payable program.**
    - a. Run copies of purchase orders, check for mistakes.**
    - b. Copy invoices and match with purchase orders.**
    - c. Send originals to Courthouse for payment.**
    - d. Balance our records with Courthouse records after receiving Warrant Register report.**
    - e. File a copy of the purchase order and invoice in our files for future reference.**
    - f. Watch and maintain budget line item balances.**

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7. Reports.

- A. Keep records and prepare State Mandated Reports.
  - a. Noxious Weed Management Plan.
  - b. Weed Survey Report.
  - c. Annual Noxious Weed Eradication Progress Report.
  - d. Weed Treatment Summary Report.
  - e. Monthly Inventory Report.
- B. Keep records and prepare other reports.
  - a. Commissioners Report.
  - b. County Treasurer's Receipt Report.
  - c. Batch Reports.
  - d. Account Receivables Reports.
  - e. Payroll Reports.
  - f. Personnel Records

**SPRAY CHEMICALS FOR WEED CONTROL:**

(may be required to)

- 1. Deliver chemical to the field.
- 2. Calculate and mix chemicals in spray truck.
- 3. Drive truck and spray for weed control.
- 4. Do paperwork involved with chemical spraying and maintain maps.

**ADMINISTRATIVE:**

- 1. In direct supervision of office help and applicators as needed.
- 2. In supervision of applicators in the absence of the Weed Director.
- 3. Attend Commission meetings, Department Head meetings and County Weed Directors meetings as required.
- 4. Make management decisions related to operations when needed.
- 5. Order Chemicals for use in daily operations and maintain records of such orders.
- 6. Work with budget preparation for Highway Dept. and Weed Dept.

**CERTIFICATIONS:**

- 1. Kansas Board of Ag — Category 9 — Noxious Weeds  
Category 6A — Right of Way
  - 1. NIMS Certifications
  - 2. Red Cross CPR and First Aid
  - 3. Defensive Driving
  - 4. Additional training in: Supervisory Skills  
Computer Skills  
Organizational Skills  
Working with the Public