

## **Job Description**

### **Weed Department Administrator (part-time)**

1. Manage Landowner Assistance Program – send out ads and mailings for the LAP program, calculate payments, provide Auditor Office with individual payments due, mail the checks to participants.
2. Prepare ROW weed maps and application record forms for applicators use.
3. Secure contracts as directed by the Weed Board with custom applicators and forward invoices to Auditor.
4. Keep required records necessary for the NDDOT noxious weed control contract. Collect application records and voucher expenses to send to NDDOT for reimbursement.
5. Turn in invoices for herbicide, equipment or other appropriate expenses received by the Weed Board into the Auditor for payment.
6. Prepare Weed Board budget for next year.
7. Prepare and turn in records as required by the Dept of Ag for program participation.
8. Schedule and prepare agendas for Weed Board meetings as needed.
9. Prepare yearend inventory of herbicide on hand and equipment status.
10. Prepare AREA III Report.
11. Provide other reports or necessary information as requested by the Weed Board.

***NOTE: If the Weed Control Officer and Weed Department Administrator are the same person, both job descriptions apply.***