

JOB DESCRIPTION, ST JAMES TOWNSHIP, BEAVER ISLAND, MICHIGAN

DRAFT

Title: Terrestrial Invasive Species Administrator **Status:** Part time
Department: Township General Operations
Reports To: Township Supervisors and Boards
Date: November 2020

Position Purpose and Objectives

The Terrestrial Invasive Species (TIS) Administrator shall be responsible for working and collaborating with multiple groups, agencies and organizations in the identification and eradication of terrestrial invasive species in the Beaver Island Archipelago.

Scope and Environment

This position would report to both township supervisors and be responsible for providing update reports on a monthly basis to both Township boards. In office hours are flexible based on field work and other job-related activities. Expected Hours: November to April – 4-8 hours/week. April thru October – 16 to 20 hours/week. Hourly pay as per Township Schedule of Wages.

Essential Job Functions

- The TIS Administrator shall administer the St. James and Peaine Township Terrestrial Invasive Species Ordinances as well as direct and promote the Townships' Terrestrial Invasive Species program in the Beaver Island Archipelago, which includes collaborating with Beaver Island groups and initiatives, tribal groups, county wide agencies, state agencies, universities and any other groups interested in invasive species work in the archipelago.
- Educate and work with the public in understanding the issues in the Islands including hosting public education sessions with the general public, schools and other interested groups; conducting surveys; identifying properties requiring eradication work; and assisting in the coordination with state, county and local government in conducting treatment methodologies for landowners.
- Map and maintain data bases required to fully illustrate plans, work and results of the TIS program in the archipelago; develop update reports for each township entity; meet regularly with township supervisors and boards to discuss program goals, status and results of the program.
- Budget and report all activities of the program including the administration of any grants and township initiatives.
- Attend monthly Township Board meetings – St. James and Peaine
- Meet regularly in joint session with Township Supervisors

Key Skills Required:

- Analytical – quickly assess problem areas and determine proper direction for solution
- Planning – work with others in determining Archipelago wide plans
- Computer– need to input multiple data types in multiple data bases – local, county and state. Some in GIS format.
- Communication - works well with people both in-person and remotely – needs to coordinate activities with locals and others off-island
- Self-motivated - able to work well without direction – 100% program responsibility.
- Physically mobile– must be physically able to walk along waterfront, wetlands and other challenging landscapes. Must be able to walk long distances. Traveling to outer islands is by boat. Able to travel to the mainland Michigan for meetings, training and other forums.
- Budgetary – Must be able to put together budgets and administer them. May be responsible for grant administration which requires a good understanding of the budget process.

Education/Experience Requirements:

- High School graduate or equivalent; some college preferred.
- Have a minimum one (1) year of work experience or comparable function with grants, budget, planning or other analytical functions.