



**COUNTY OF LAKE**  
invites applications for the position of:

**EXTRA HELP QUAGGA MUSSEL RAMP MONITOR  
COORDINATOR**

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**SALARY: \$23.63 - \$28.72 per hour**

Water Resources is seeking an Extra Help Quagga Mussel Ramp Monitor Coordinator (**Full job description, including minimum requirements are below**). This Extra Help position is limited to no more than 25 hours per week and no more than 900 hours per year. Incumbents are paid only for hours worked, and are only entitled to legally mandated benefits, which does *not* include paid vacation or holidays. *Extra help employees do not have status with the County.*

Please complete a hard copy application, available on the County website or in person at the Human Resources Department and indicate "Extra Help Quagga Mussel Ramp Monitor Coordinator" as the title of the position on the application.

Applications may be submitted in person or by mail to the below address:

**Human Resources Department, 255 North Forbes St, Lakeport, CA 95453.**

**EXTRA HELP QUAGGA MUSSEL RAMP MONITOR**

**DEFINITION**

Monitor assigned boat ramps on Clear Lake to ensure compliance with the Lake County Invasive Mussel Prevention Plan and related laws, codes, rules and regulations; identify vessels and trailers that are about to launch or that have launched in Clear Lake without mussel stickers or without the correct mussel stickers; initiate contact with the general public to educate boaters and others on invasive mussels, including why it is so important to prevent mussel movement into Lake County, the effects of mussel invasions, mussel biology and the characteristics that make them one of the most successful invaders in the nation, etc.; resolve noncompliance issues in a calm, non-confrontational, educational manner according to written protocol; collect, organize and manage contact data from each public encounter to be entered into a spreadsheet; serve as an ambassador for the County, the Department of Water Resources, and the Invasive Mussel Prevention Program, with the goal that public encounters result in a positive experience; follow appropriate health and safety policies, protocols, and procedures; and to do related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a unique, specialized extra help Invasive Mussel Monitor Coordinator classification. This is an Extra Help (temporary) classification that is limited to no more than 900 hours per year. Incumbents are paid only for hours worked, are not entitled to benefits except those provided by law, and do not have status. Incumbents assigned to this classification are responsible for coordinating the activities

of up to eight Invasive Mussel Launch Ramp Monitors at public access boat launch ramps on Clear Lake. Incumbents are expected to be familiar with the Lake County Invasive Mussel Prevention Plan, and related laws, codes, rules and regulations. Incumbents are expected to understand and be able to effectively communicate the various aspects of the Lake County invasive mussel program to the Launch Ramp Monitors and general public. Incumbents in this position are expected to work independently have excellent verbal communication skills and work well with the public. Incumbents must be willing to work weekends, holidays, early and late shifts.

## **REPORTS TO**

Water Resources Director I, II; Public Works Director

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (The following is used as a partial description and is not restrictive as to duties required.)

Coordinate the scheduling and activities for up to eight Launch Ramp Monitors on Clear Lake to ensure compliance with the Lake County Mussel Prevention Plan and related laws, codes, rules and regulations; assigns Monitors to various locations for specific time periods, taking into consideration weather conditions and probable number of contacts at each location; initiate contact with the general public to educate boaters and others on invasive mussels, including why it is so important to prevent mussel movement into Lake County, the effects of mussel invasion, mussel biology and the characteristics that make mussels one of the most successful invaders in the nation, etc.; attempt to resolve noncompliance issues when a Launch Ramp monitor needs assistance with a non-cooperative vessel owner; receive, organize and manage daily contact data from Launch Ramp Monitors; may develop spreadsheets to track contact data and performs data entry; enters daily contact data into a spreadsheet; works to ensure Launch Ramp Monitors are providing overall positive encounters with the public; monitor invasive mussel signage at boat ramps to maintain their integrity, appearance and educational function; document the monitoring activity; monitor invasive mussel substrate samplers according to a programmed schedule using a defined protocol; document the monitoring activity according to the State required format; operates and maintains a County vehicle; follows appropriate health and safety policies, protocols, and procedures; performs other related duties as assigned.

## **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk for extended periods; walk on uneven terrain and on slippery surfaces; physical ability to lift and carry objects weighing up to 25 lbs.; corrected vision and hearing to normal range; verbal communication for extended periods.

## **TYPICAL WORKING CONDITIONS**

Work is performed outside in varying temperature, weather, and humidity conditions; work may be performed in extreme temperatures; work is primarily performed independently; work is performed in an environment with exposure to moving vehicles and vessels and in highly congested traffic areas; work hours may be irregular; constant contact with other staff and the public.

## **DESIRABLE KNOWLEDGE, SKILLS, and ABILITIES:**

Familiarity with locations and services in Lake County, especially those related to Clear Lake and to watercraft (boat launches, recreational areas, screening locations, boat rentals, fishing tackle stores, hotels, restaurants, shops, etc.)

Familiarity with the Lake County Invasive Mussel Prevention Plan, Article IX of Chapter 15 of the Lake County Code, and Uniform Minimum Protocols and Standards for Watercraft Interception Programs for Dreissenid Mussels in the Western US.

Familiarity with various types of watercraft.

Customer service skills.

**TRAINING and EXPERIENCE:**

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of experience working with the public.

One (1) year of experience a lead, supervisory or management position.

Graduation from an accredited high school, or completion of GED.

Completion of the Certified Tourism Ambassador Program for the County of Lake is strongly preferred.

**SPECIAL REQUIREMENTS:**

Possession of, or ability to obtain an, an appropriate valid California Driver's License and a satisfactory driving record.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.*