



Shasta Mosquito and Vector Control District

Job Description

DISTRICT MANAGER

CONFIDENTIAL

Exempt Position

\$140,000- \$170,000 annual salary

Under authority of the Board of Trustees, the District Manager: plans, organizes and directs a comprehensive mosquito and vector control program for the Shasta Mosquito and Vector Control District; administers the policies of the Board; adheres to and ensures compliance with legal requirements affecting the District and its operations; represents the District and Board of Trustees in relations with the community, media and other agencies; and performs related work as required.

Tasks include but are not limited to:

- Acts as administrator and executive of the Board of Trustees.
- Organizes the planning and preparation of the District operations to meet evolving vector control needs.
- Implements Board approved policies, determines and develops operating procedures.
- Defines and administers the organizational structure, divisions and assignment function (staffing) and lines of authority to execute the District's mission and purpose, including business (administrative), scientific-technical, operational, public education and information and maintenance function.
- Prepares and administers the annual budget, including analysis and justifications.
- In conjunction with the Board of Trustees, prepares, develops, implements and monitors a District "Strategic Plan." The plan is used to provide the framework for decision-making over a three to five year period or longer.
- Recommends salary structure and working conditions for District employees; serves as lead negotiator with the employee association (UPEC 792).
- Develops and implements a formal program with written procedures for review and evaluation of subordinate employee work performance.
- Confers with general counsel and secures legal assistance as needed.
- Develops and oversees a system of planning, directing, and conducting training programs for District personnel.

- Periodically surveys for, and directs the studies of public health threats caused by vector-borne diseases. Confers with professional personnel and develops recommendations on programs and priorities.
- Performs related duties as assigned.

Knowledge, Abilities and Skills:

- Thorough knowledge of administrative practices, principles of organization and personnel management.
- Excellent oral and written communication skills.
- General knowledge of entomology, biology, and other scientific and technical fields that contribute to the development of effective vector control programs.
- Thorough knowledge of local, state, and federal laws and regulations that govern vector control activities.
- Working knowledge of the programs of public health, agriculture, reclamation districts, irrigation district and other public and private organizations whose functions are related to vector control.
- The ability to plan, direct, organize, delegate and review the work of the District.
- The ability to supervise and coordinate the operational and administrative functions of the District.
- The ability to speak effectively before large and small groups.
- The ability to prepare comprehensive reports and correspondence.
- The ability to establish and maintain effective working relationships with city, county and state officials, officials of other government jurisdictions, District employees, and the general public.
- The ability to pass the physical examination prescribed by the District and be rated as able to perform the necessary duties of the position, with or without reasonable accommodation.

Physical Demands:

- Environmental Conditions: Work is normally performed in a typical office environment, but does require some limited field work; reasonable accommodations will be made when/if appropriate.
- Mobility: Frequent sitting for long periods of time at a desk or computer workstation. Occasional bending, twisting or squatting. Frequently utilizes computers, telephones and other office equipment. Often moves about the office to collaborate with colleagues.
- Lifting: Frequently up to 15 pounds; occasionally up to 40 pounds.
- Vision: Constant use of overall vision; frequent reading of handwritten and printed materials on paper or electronic media such as a computer monitor. Occasional use of color and depth vision and close-up work.

- Dexterity: Frequent repetitive motion; frequent writing, grasping, holding, twisting and reaching.
- Hearing/Talking: Frequent hearing and talking in person and on the phone.

Minimum Qualifications:**Education:**

A Bachelors degree in biology, entomology or related life science field or in public and/or business administration from an accredited university is required. A Master's in biology, entomology or related life science is desirable.

Experience:

Five years of experience in the vector control field or related fields is required, including three or more years of supervisory/management work. This experience must include program planning and evaluation.

Any other combination of experience and training that would likely provide the required knowledge and abilities may be qualifying.

Licenses and Certifications:

Possession of a valid California Driver's license and driving record acceptable to the District's insurance carrier.

Possession of, or ability to obtain within one (1) year of employment, valid certification by the State of California as a Certified Technician in mosquito control, terrestrial invertebrate control, and vertebrate control.