



GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

invites applications for the position of:

Operations Manager

SALARY:	\$8,697.00 - \$10,571.00 Monthly
DEPARTMENT:	Operations
OPENING DATE:	02/08/23
CLOSING DATE:	03/08/23 11:59 PM
JOB SUMMARY:	

NOTE: A cover letter must be submitted along with this application.

DEFINITION

Under general direction, performs a wide variety of administrative and operational duties in the development, implementation, and evaluation of District programs, services, and activities; plans, schedules, assigns, reviews, and supervises the work of staff within the Operations Department and their assigned District branch; trains and provides guidance and complex assistance to District staff; works closely with the Director of Operations on special projects, departmental policies, goals, and directives; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Operations. Exercises supervision over supervisory, professional, technical, and administrative support staff in collaboration with District directors and managers and through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing District programs, services, and activities within their department and assigned District branch. This class provides assistance to the Director of Operations, in a variety of administrative, coordinative, and analytical capacities. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties and to ensure efficient and effective program services. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments.

JOB FUNCTIONS:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of vector control operations staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Collaborates with District directors and managers to supervise and provide guidance to District branch staff, as deemed necessary; monitors activities of the assigned District

branch to identify changes or improvements to intra-agency programs (i.e., administrative, operational, scientific-technical, public education and information, and maintenance); and provides recommendations to the appropriate director or manager.

- Participates in the development of goals, objectives, policies, and procedures for District services; recommends and implements policies and procedures including standard operating procedures for assigned operations and District branch.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.
- Prepares, reviews, and presents reports on special projects as assigned by management; prepares reports, analyses, and recommendations associated with the components of district programs.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and outside agencies; recommends corrective actions to resolve issues; provides training and oversight over staff to ensure proper coverage at the front desk.
- Provides day-to-day leadership to staff; provides training in techniques and methods of inspection, evaluation, and spray application, safety procedures, precautions, District policies, and best practices.
- Performs regular and frequent field observations with subordinate staff; assists staff in gaining entrance to private property and in obtaining the cooperation of property owners.
- Oversees pesticide inventory; requisitions necessary tools, supplies, materials, and equipment.
- Represents the District in meetings with members of other public and private organizations, community groups, contractors, developers, and the public; and serves on various committees as assigned.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Interacts with co-workers at all levels in the District in a collaborative and customer service-oriented manner.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of technical and administrative report writing and recordkeeping.
- Principles, practices, methods, and techniques of vector control operations, including the safe use, preparation, and handling of pesticides and related safety precautions.
- Mosquito species and biology, identification, habitats, and biting preferences.
- Mosquito control strategies, both for disease prevention as well as outbreak intervention.
- Operations and services of a comprehensive vector control program
- Proper use and application of pesticides in a vector control program.
- Source reduction problems, approaches, and techniques, especially as they relate to field abatement operations.
- Laws, rules, regulations, modes of action, resistance potential, and efficacy for various pesticides.
- Mathematical principles.

- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Assist in providing administrative and professional leadership for the assigned District branch.
- Assist in preparing and administering program budgets; allocate limited resources in a cost-effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Organize and manage assigned branch operations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Operate District vehicles and specialized equipment.
- Collect, analyze, and interpret data associated with vector surveillance and control activities.
- Perform basic mathematical calculations.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Read, understand, and interpret blueprints, plans, and specifications.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

- A minimum of an associate degree OR at least 60 units/credits of completed coursework at an accredited college or university.

Experience:

- Six (6) years of increasingly responsible experience performing vector control in a recognized district or health agency or related experience, of which two (2) years should be in a supervisory or lead capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment. Employees in this position will be enrolled in the California Department of Motor Vehicles Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving records during the course of employment with the Greater Los Angeles County Vector Control District (GLACVCD). Must be insurable with the District's insurance carrier.
- Possession of, or successful acquisition within 12 months of appointment, a valid certification in Public Health Vector Control Categories "A," "B," and "C," as required by the California Department of Public Health, to be maintained throughout employment.

SUPPLEMENTAL INFORMATION:

PHYSICAL DEMANDS

When assigned to an office, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; to operate a motor vehicle and visit various District sites; vision to observe biological and environmental conditions. The job involves fieldwork requiring frequent walking in operational areas to provide surveillance and environmental analysis, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and may be exposed to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, vermin, insects, parasites, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Occasional evening and weekend work may be required as job duties demand.

APPLICATION PROCESS

This recruitment may close at any time without notice. Any incomplete applications or candidates that do not meet the minimum requirements of the position will not be considered further.

Applications will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process. The examination process may consist of a written exam and oral interview. The examination process may be changed as deemed necessary.

CONDITION OF EMPLOYMENT

District appointments are contingent upon successful completion of a post-offer medical examination with the ability to lift up to 50 lbs., including drug screening to comply with our Drug-Free Workplace policy, a background check including references and employment history, and a Live Scan fingerprint check through the Department of Justice.

The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

The Greater Los Angeles County Vector Control District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of age (40 or older), disability, equal pay/compensation, genetic information, harassment, national origin, pregnancy, race/color, religion, retaliation, sex and sexual harassment in its employment actions, policies, procedures, or practices.

GLACVCD will maintain compliance to all paid sick leave laws, including Healthy Workplace, Healthy Families Act of 2014 (AB 1522) effective July 1, 2015.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.glamosquito.org/>

Position #2023-06
OPERATIONS MANAGER
CR

12545 Florence Ave.
Santa Fe Springs, CA 90670
562-944-9656

teamhr@glacvcd.org

Operations Manager Supplemental Questionnaire

- * 1. Explain the scope of your supervisory duties in past positions.

- * 2. Which of the following best describes your level of completed education?
 - Equivalent to completion of the twelfth (12th) grade
 - Some college
 - Associate's Degree
 - Bachelor's Degree
 - Coursework beyond Bachelor's Degree
- 3. Please specify your degree major.

* Required Question